#### AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Commercial Division	Central Division	401
EVALUATED BY		DATE
Hector Madrigal		03/30/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

		LUATION		SUSPENSE DATE	· · · · · · · · · · · · · · · · · · ·		
		l Evaluation 📝 Infor	mal Evaluation		la . me		
_	w-up F Yes	REQUIRED	☐ Correction Report	Nick Norton, Captain		4/3/8	9
1. G	OAL	S AND ACCOMPLISHMI	ENTS	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	!
а.	ls t	he command familiar with fety Manual, Chapter 13?	n the Occupational Safety Progra	am as outlined in HPM 10	.6, Occupational	✓ Yes	□No
-	(1)	Are goals developed in	accordance with departmental p	olicy?		✓ Yes	□No
	(2)	Are environmental factor	ors, exposure factors, and past ex	xperience/trends conside	red when setting goals?	✓ Yes	□No
	(3)	Are illness and non-seri	ous/non-traumatic injuries exclud	ded from occupational sa	fety goals?	✓ Yes	□No
	(4)	Are goals appropriately	categorized?			✓ Yes	□No
-	(5)	Are goals realistic?				Yes	□No
(6) Are goals consistent with departmental objectives?				✓ Yes	□No		
	(7)	Is input from all levels c	onsidered before goals are estat	olished?		✓ Yes	□No
b.	b. Are goals being accomplished?				☐ Yes	☑ No	
	(1)	Accurate reporting on C	HP 113, Accident and Injury Rep	port?		✓ Yes	□No
	(2)	Are accidents increasing	g?			✓ Yes	□No
	(3)	Are injuries increasing?				Yes	☑ No
	(4)	Why are they increasing	g/decreasing? Preventable accid	dents are increasing due t	o the failure of employees	to use due	caution and
		care when operating sta	ate vehicles; in particular, while	backing. A defensive dr	iving rodeo has been sche	duled for the	e summer
		2009 as well as supervi	sor ride alongs on an ongoing b	asis.			
	(5)	Is CHP 113, Accident a	nd Injury Report, posted or readi	ly accessible?		✓ Yes	□ No
	(6)	Are employees knowled	Igeable about goals and achieve	ements?		✓ Yes	□ No
	(7)	Are employees providin	g suggestions toward goal attain	nment?		✓ Yes	□ No
2. P	ARTI	CIPATION		Yes	No No	CORRECTE	
а.	Coi	mmander actively involve	d in program?			✓ Yes	□No
	(1)	Commander active in in	jury/illness case management?			✓ Yes	□ No
	(2)	What is the commander	's attitude regarding occupations	al safety? Captain Norto	n considers occupational s	safety to be	of the highest
		priority. He routinely a	attends and participates in the Di	ivision Occupational Saf	ety Committee meetings,	and conduct	s meetings
		with his managers and	supervisors.				

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	(3)	Occupational safety issues discussed at staff meetings and t	raining days?		✓ Yes	□ No
	(4)	Are safety issues in the meeting minutes?			✓ Yes	□ No
	(5)	Commander comments regarding safety issues in performan	ce evaluations?		✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equip	oment?		✓ Yes	□No
b.	Are	e managers/supervisors actively involved in the program?		A Company of the Comp	✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?			✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts to	o attain goals?		✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?			✓ Yes	□No
	(5)	Do managers comment on safety issues in performance eva	luations?		✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance ev	aluations?		✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety ed	quipment?		✓ Yes	□No
c.	Are	e employees actively involved in the Occupational Safety Prog	ram?		√ Yes	□No
	(1)	Are employees involved in their case management?			√ Yes	□No
	(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
	(3)	Are they aware of the command's achievements?			✓ Yes	□No
	(4)	Are employees practicing safety while performing their duties	s?		✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practical	tices?		✓ Yes	□ No
	(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□ No
	(7)	Do employees offer suggestions to improve occupational sa	fety?		✓ Yes	□ No
-	(8)	Is employee equipment properly used and maintained?			✓ Yes	□ No
3. AC	CIE	DENT AND INJURY TRENDS	Yes	No No	CORRECTE	
a.	Со	mmander's method of identifying trends? Trends are identifie	d by the frequency	and type of incident, as well	as compa	rison to
	pre	evious quarters/years. All injury and accident reports are revi	ewed by the superv	isors and managers and corr	ective acti	on is taken as
	ne	cessary.		(*)		
	(1)	Are accidents and injuries being monitored to identify trends	?	- Ville	✓ Yes	□ No
,	(2)	Is the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior mee	Accident and Injury eting minutes?	Report, OSHA 300,	✓ Yes	□No
	(3)	Are personnel in the command aware of current and potentia	al trends?		✓ Yes	□ No
b.	Wh	nat corrective action has the command taken when a trend ha	s been identified?	Discussions with injured emp	oloyees and	f/or those
	inv	volved in collisions; discussions of injuries and/or collisions du	ring training days; e	ensuring training day agendas	include o	ccupational
		fety related topics, including officer safety tactics and videos, d				

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	(1) Are commanders, managers, and supervisors actively imp	lementing corrective	actions?	✓ Yes	□No
	OMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a.	AND the the assessment of the COSC2 Control Division's CO	10200000	3357	ch of the follow	ing units:
	ASU, ISU, Air Operations, Clerical, Automotive, Commercial/				
	Executive Lieutenant serves as Chairperson of the COSC.	У			
	(1) Is there representation from each collective bargaining un	it?		✓ Yes	□No
_	(2) Management and supervisory representation?			✓ Yes	□No
	(3) Command Safety Coordinator assigned?			✓ Yes	□No
	(4) Command Safety Coordinator active and effective?		9	✓ Yes	□No
_	(5) Are committee assignments rotated?			✓ Yes	□No
_	(6) COSC meetings held quarterly?			✓ Yes	□No
_	(7) Are meetings held more frequently when goals are not be	ing attained?		✓ Yes	□No
_	(8) Do all committee members attend the meetings?			✓ Yes	□ No
b.	to a security like a defined in accordance with IIPP'	?		✓ Yes	□No
	(1) Do committee members understand their roles and respons			✓ Yes	□No
_	(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
-	(3) Are departmental and Division Occupational Safety meeti	ings minutes readily a	available?	✓ Yes	□No
	(4) Are these minutes utilized for Area meetings?			✓ Yes	□No
	(5) Are assignments given during Area meetings?			✓ Yes	□No
C.	14: La annual for the COSC mosting?			✓ Yes	□Ño
-	(1) Recording secretary appointed?	· · · · · · · · · · · · · · · · · · ·		✓ Yes	□No
_	(2) Minutes posted on command's Occupational Safety Board	d?		✓ Yes	□No
-	(3) Are minutes included in IIPP file?			✓ Yes	□No
	(4) Minutes maintained current year, plus three?			✓ Yes	□No
	(5) Minutes forwarded through channels?			✓ Yes	□No
d	1 1 1 0000 a # a a fine 0			✓ Yes	□No
	(1) Are COSC recommendations clear, concise and pertinen	t to the command?		✓ Yes	□No
	(2) COSC proactive to eliminate potential causes of accident			✓ Yes	□No
-	(3) COSC disseminate current information and training regar		ty issues?	✓ Yes	□No
_	B. Ill. and a locality ourrest information regarding health			✓ Yes	□No
e	Are outside agency safety programs utilized as a resource?			✓ Yes	□No
	Decrete and maintain an offective health and safety of	ommunications syste	m?	✓ Yes	□ No
g	, Dood the dominant management and all of the second				

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1)	Potential hazards reported on CHP 113B, Hazard Report/Insp	ection?		✓ Yes	□ No
	(2)	Are findings of the 113B, Hazard Report/Inspection, report dis	✓ Yes	□ No		
_	(3)	Do all members of the command participate in distribution of safety and health information?				□No
	(4)	COSC minutes posted in a timely manner?			✓ Yes	□ No
	(5)	Required posters prominently displayed?			✓ Yes	□ No
	(6)	COSC maintain the Command Occupational Safety Bulletin E	loard?		✓ Yes	□No
	(7)	Are responsibilities for the Occupational Safety Bulletin Board	contents assigned to		✓ Yes	□ No
5.	DOCU	INSTALLA TION	evaluated Yes	Yes	CORRECTED	
		TD 261s, Authorization to Use Privately Owned Vehicles on Stated in the employee's field folder?	e Business, completed	annually and	✓ Yes	□No
	b. DN to	MV INF 254, Government Agency Request for Driver License/Id request driver's license record check and filed in the employee's	entification Record Info	rmation, utilized	☐ Yes	☑ No
	c. OS	SHA 300, Log of Occupational Injury and Illnesses, utilized?			✓ Yes	□ No
-	(1)	Are required injuries and illnesses logged?			✓ Yes	□ No
	(2)	Entries made within six working days of notification of an emp	oloyee injury or illness?		✓ Yes	□ No
	(3)	Is lost-time and limited-duty documentation accurate?			✓ Yes	□ No
	(4)	Retention according to policy?			✓ Yes	□ No
_	(5)	Readily accessible for review by Cal-OSHA?			✓ Yes	□ No
	(6)	Previous calendar year log posted during February?			✓ Yes	□ No
_	d. Ar	e CHP 113s, Accident and Injury Report, compiled accurately?			✓ Yes	□ No
	(1)	Commander review and sign?			✓ Yes	□ No
	(2)	CHP 113s and attachments processed in a timely manner?			✓ Yes	□ No
_	e. Do	pes the command utilize the CHP 113A, Safety Inspection Chec	klist?		✓ Yes	□ No
	(1)	Are semiannual safety inspections conducted?	· · · · · · · · · · · · · · · · · · ·		✓ Yes	□ No
	(2)	Are safety hazards identified?			✓ Yes	□No
	(3)	Is corrective action taken within 30 days?			✓ Yes	□No
	(4)	CHP 113A, Safety Inspection Checklist, maintained with IIPP	and retained according	g to policy?	✓ Yes	□No
	f. Are	e unsafe conditions identified and documented on CHP 113B, F	lazard Report/Inspection	on?	✓ Yes	□No
	(1)	Measures taken to correct situation within 30 days?			✓ Yes	□No
_	(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attach	ed to IIPP?		✓ Yes	□No
	g. Ar	e the CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
	(1)	Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
	(2)	Commander signature on appropriate forms?			✓ Yes	□No

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	(3)	Routed within time frames?			✓ Yes	□No
h	h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?					□No
	(1) Supervisor comments in-depth, clear, and concise?					□No
	(2)	Commander review?			✓ Yes	□No
	(3)	Commander signs appropriate form?			✓ Yes	□No
	(4)	Properly routed within time limits?			☑ Yes	□No
i.	Are	injuries and accidents documented on CHP 442, Individual A	ccident, Injury an	d Safety Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, cu	rrent?	✓ Yes	□ No
	(2)	Safety recognition emblem summary current?			✓ Yes	□No
j.	Are	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, ke	ept current?	✓ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Employe	ee Emergency Ad	ction Plan Review?	✓ Yes	□No
_	(2)	Copies maintained with IIPP file?			✓ Yes	□ No
6. 11	NJUR	Y AND ILLNESS PREVENTION PROGRAM	EVALUATED Yes	ACTION REQUIRED	CORRECTED	J
	. Co	mmand specific IIPP on file?			✓ Yes	□No
_		Is the program effective?			✓ Yes	□No
	(2)				✓ Yes	□No
_	(3)				✓ Yes	□No
		All employees understand their roles and responsibilities?			✓ Yes	□No
	(5)	to the CAR TARA Laborated Illness Dr	evention Program	Orientation and Review?	☑ Yes	□No
	(6)	Late OUD 740A Injury one			✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	orrected, and doc	umented?		□No
_	(8)	Is required documentation maintained according to policy?			✓ Yes	□ No
	OMN	NUNICATION WITH DOSH	Yes	ACTION REQUIRED No	CORRECTE	)
a		nployees aware of procedures regarding DOSH inspections?	103		✓ Yes	□No
		ommand's documents readily available for review by DOSH C	ompliance Officer	?	✓ Yes	□No
		RDOUS SUBSTANCE PROGRAM	EVALUATED	ACTION REQUIRED	CORRECTE	5
_		bes command have a written Hazardous Substance Program	Yes for substances us	815.	✓ Yes	□No
				- 17	✓ Yes	□No
		Are hazardous substances identified and properly labeled?	· · · · · · · · · · · · · · · · · · ·		✓ Yes	□No
	(2)				✓ Yes	 □ No
	(3)				✓ Yes	□No
	(4)	Employees receive training?				

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		Tacinia da amentodo			✓ Yes	□No
	(5) (6)	Training documented?  Employees informed of their right to applicable medical	al and exposure informa	tion?	✓ Yes	□No
9. H/		RDOUS EXPOSURE CONTROL PROGRAMS	Yes EVALUATED	NO NO	CORRECTED	)
a.	Act	tivities identified within command that may require expo	sure to hazardous cond	itions?	✓ Yes	□No
-		Appropriate engineering and/or administrative control			✓ Yes	□No
	<u> </u>	- u de die gegendenen with her		s?	✓ Yes	□No
	(3)	Employees trained on use and maintenance of equipr			✓ Yes	□No
-	(4)	Training documented?			✓ Yes	□No
	( '/	Training account of the second				

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STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009



EVALUATED BY

D. Knoff

DIVISION Central

NUMBER 420

DATE 10/08/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	mal Evaluation	Informal Evaluation	SUSPENSE DATE			
FOLLOW-U	PREQUIRED  NO	☐ Correction Report	COMMANDER'S REVIEW	-miff	) DATE / 2	-11-00
1. GOA	LS AND ACCOMPLIS	HMENTS	EVALUATED Yes	ACTION REQUIRED	CORRECTE	
a. Is	the command familiar afety Manual, Chapter	with the Occupational Safety Progr. 13?	am as outlined in HPM 10		☐Yes	□ No
(1	) Are goals developed	d in accordance with departmental p		, , , , , , , , , , , , , , , , , , ,		□No
(2	) Are environmental f	actors, exposure factors, and past e	experience/trends conside	ered when setting goals?	✓ Yes	□No
(3)	) Are illness and non-	serious/non-traumatic injuries exclu	ded from occupational sa	fety goals?	✓ Yes	☐ No
(4)	) Are goals appropria	tely categorized?	0,0		✓ Yes	□No
(5)	) Are goals realistic?			*1	✓ Yes	□No
(6)	) Are goals consistent	t with departmental objectives?			✓ Yes	□No
(7)	) Is input from all leve	ls considered before goals are estal	blished?	245	✓ Yes	□No
b. Ar	e goals being accompl	lished?				□No
(1)	Accurate reporting o	n CHP 113, Accident and Injury Rep	port?		✓ Yes	□No
(2)	Are accidents increa	sing?			☐ Yes	☑ No
(3)	Are injuries increasir	ng?		**************************************	☐ Yes	☑ No
(4)	Why are they increas	sing/decreasing? There is an increa	ased emphasis on defensi	ve driving coupled with i	ncreased sup	ervisory
	ride-a-longs.					
(5)	Is CHP 113 Acciden	t and Injury Report, posted or readil	ly agganible?		Fil Mari	
(6)		ledgeable about goals and achiever	***************************************		✓ Yes	□ No
(7)		ding suggestions toward goal attain		44-35-4-31-4-31-4-31-4-31-4-31-4-31-4-31	✓ Yes	□ No
4,49 ,438S		any suggestions toward goal attaini		ACTION REQUIRED	✓ Yes CORRECTED	□ No
a. Cor	mmander actively invol	lved in program?	- Constitution of the Cons		✓ Yes	□ No
(1)	Commander active in	injury/illness case management?			✓ Yes	□No
(2)	What is the command	der's attitude regarding occupationa	I safety? Safety is a prio	rity and should be foreme	ost in all em	ployees
	minds,					

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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122	(3)	Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No
	(4)	Are safety issues in the meeting minutes?	✓ Yes	□No
	(5)	Commander comments regarding safety issues in performance evaluations?	✓ Yes	□No
57.7	(6)	Does the commander ensure use of appropriate safety equipment?	✓ Yes	□No
	b. Are	managers/supervisors actively involved in the program?	✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?	✓ Yes	□No
	(2)	Do they have the appropriate attitude?	✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	✓ Yes	□No
	(5)	Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
	c. Are	employees actively involved in the Occupational Safety Program?	✓ Yes	□No
	(1)	Are employees involved in their case management?	✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?	✓ Yes	□No
	(3)	Are they aware of the command's achievements?	✓ Yes	□No
	(4)	Are employees practicing safety while performing their duties?	✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?	✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
	(8)	s employee equipment properly used and maintained?	✓ Yes	□No
3.	ACCIDE	NT AND INJURY TRENDS  EVALUATED Yes  ACTION REQUIRED NO	CORRECTED	
	a. Com	mander's method of identifying trends? A spreadsheet has been developed which assists management in ana	lyzing trer	nds. This
	sprea	adsheet allows analysis at a glance and is very effective in quickly identifying any trends that may be develo	ping. This	spreadsheet
	also	allows for quick and accurate preparation of the CHP 113.		•
	(1) A	re accidents and injuries being monitored to identify trends?	✓ Yes	□No
	(2) l: L	s the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, og of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
	(3) A	re personnel in the command aware of current and potential trends?	✓ Yes	□No
	b. What	corrective action has the command taken when a trend has been identified? Officers involved in preventab	le collision	is attend a
	sessio	n at the local Sheriff's Office in their driving simulator.		1111

#### AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY

	(1)	Are commanders, managers, and supervisors actively imp	ementing corrective action	ns?	✓ Yes	□No
4. (	COMI	IAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes Yes	ACTION REQUIRED No	CORRECTED	
E	a. Wh	at is the composition of the COSC? Area Commander, Adı	ninistrative Lieutenant, PS	DS, ASM, Road Officer,	Motor Of	ficer, Office
	Su	pervisor, Command Safety Coordinator and Resident Post Se	rgeant.			
	(1)	Is there representation from each collective bargaining unit	?		✓ Yes	□No
	(2)	Management and supervisory representation?			✓ Yes	□No
	(3)	Command Safety Coordinator assigned?			Yes	□No
	(4)	Command Safety Coordinator active and effective?			☑ Yes	□No
	(5)	Are committee assignments rotated?			✓ Yes	□No
	(6)	COSC meetings held quarterly?			Yes	□No
	(7)	Are meetings held more frequently when goals are not being	ig attained?		✓ Yes	□No
	(8)	Do all committee members attend the meetings?	SET TO AUDILAS	16174	Yes	☑ No
b.	. Are	roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
	(1)	Do committee members understand their roles and respons	sibilities?		✓ Yes	□No
	(2)	Is an agenda prepared prior to the meeting?			✓ Yes	□No
	(3)	Are departmental and Division Occupational Safety meeting	gs minutes readily availab	le?	Yes	□No
	(4)	Are these minutes utilized for Area meetings?			Yes	□No
	(5)	Are assignments given during Area meetings?	11.511111111111111111111111111111111111		Yes	□No
C.	Min	ites prepared for the COSC meeting?			Yes	□No
	(1)	Recording secretary appointed?			✓ Yes	□No
	(2)	Minutes posted on command's Occupational Safety Board?			✓ Yes	□No
	(3)	Are minutes included in IIPP file?			✓ Yes	□No
	(4)	Minutes maintained current year, plus three?			✓ Yes	□No
	(5)	Minutes forwarded through channels?			✓ Yes	□No
d.	Is th	e COSC effective?			✓ Yes	□No
	(1)	Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
	(2)	COSC proactive to eliminate potential causes of accidents a	and injuries?		✓ Yes	□No
	(3)	COSC disseminate current information and training regardi	ng health and safety issue	s?	☑ Yes	□No
е.	Do a	I personnel receive current information regarding health an	d safety?		✓ Yes	□No
f.	Are o	utside agency safety programs utilized as a resource?			✓ Yes	□No
g.	Does	the command maintain an effective health and safety com	munications system?		✓ Yes	□No

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

_	(1) Potential hazards reported on CHP 113B, Hazard Report/	Inspection?			□No
_	(2) Are findings of the 113B, Hazard Report/Inspection, report	t disseminated according	to policy?	✓ Yes	□No
	(3) Do all members of the command participate in distribution	of safety and health infor	mation?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?			✓ Yes	□No
200	(5) Required posters prominently displayed?			✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulleti	in Board?		✓ Yes	□No
_	(7) Are responsibilities for the Occupational Safety Bulletin Bo	ard contents assigned to	specific members?	✓ Yes	□No
5.	DOCUMENTATION	Yes Yes	No REQUIRED	CORRECTED	)
	a. STD 261s, Authorization to Use Privately Owned Vehicles on S filed in the employee's field folder?	State Business, completed	i annually and	✓ Yes	□No
	<ul> <li>DMV INF 254, Government Agency Request for Driver License to request driver's license record check and filed in the employe</li> </ul>	e/Identification Record Info ee's field folder?		☐ Yes	□No
_	c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?		s:	∀es	□No
_	(1) Are required injuries and illnesses logged?			✓ Yes	□No
_	(2) Entries made within six working days of notification of an el	mployee injury or illness?		✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
	(4) Retention according to policy?			✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
_	(6) Previous calendar year log posted during February?			✓ Yes	□No
	d. Are CHP 113s, Accident and Injury Report, compiled accurately	1?		✓ Yes	□No
	(1) Commander review and sign?		33000	✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?	•		✓ Yes	□No
	e. Does the command utilize the CHP 113A, Safety Inspection Che	ecklist?		☑ Yes	□No
	(1) Are semiannual safety inspections conducted?				□No
	(2) Are safety hazards identified?			✓ Yes	□No
	(3) Is corrective action taken within 30 days?			☑ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IIP	P and retained according	to policy?		□No
f	f. Are unsafe conditions identified and documented on CHP 113B,	Hazard Report/Inspection	n?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?			✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attac	ched to IIPP?		✓ Yes	□No
g	g. Are the CHP 121 series thoroughly and accurately completed?	NI WEST	31001000 41H-16- 11- 31	✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?	STATE OF THE STATE	THE STREET	✓ Yes	□No
	(2) Commander signature on appropriate forms?		3330114 306474	✓ Yes	□No

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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-					
-	(3) Routed within time frames?			√ Yes	□No
	h. Is CHP 208, Accident Prevention Report, thoroughly and accurate	tely completed?		✓ Yes	□No
	(1) Supervisor comments in-depth, clear, and concise?			√ Yes	□ No
	(2) Commander review?			✓ Yes	□No
	(3) Commander signs appropriate form?			√ Yes	□No
	(4) Properly routed within time limits?			✓ Yes	□No
	i. Are injuries and accidents documented on CHP 442, Individual Ad	ccident, Injury and	Safety Recognition Record?	✓ Yes	□No
Comme	(1) Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, cur	rent?	✓ Yes	□No
\ <del></del>	(2) Safety recognition emblem summary current?			✓ Yes	□No
	j. Are CHP 712As, Injury and Illness Prevention Program Orientatio	n and Review, ke	pt current?	✓ Yes	□No
	(1) Is specific safety training documented on CHP 712, Employe	ee Emergency Act	ion Plan Review?	✓ Yes	□No
	(2) Copies maintained with IIPP file?			✓ Yes	□ No
6.	3. INJURY AND ILLNESS PREVENTION PROGRAM  EVALUATED Ves ACTION REQUIRED NO				
8	a. Command specific IIPP on file?			✓ Yes	□No
	(1) Is the program effective?			✓ Yes	□No
	(2) Contains all required documents?			✓ Yes	□No
	(3) Discussed with all employees?			√ Yes	□No
	(4) All employees understand their roles and responsibilities?			√ Yes	☐ No
	(5) Each employee completed CHP 712A, Injury and Illness Pre	vention Program	Orientation and Review?	✓ Yes	□No
	(6) New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention	Program Orientation	Yes	□No
	(7) Are unsafe hazards or conditions identified, investigated, cor	rected, and docur	nented?	✓ Yes	□No
	(8) Is required documentation maintained according to policy?			✓ Yes	□No
7. (	COMMUNICATION WITH DOSH	Yes Yes	ACTION REQUIRED No	CORRECTED	)
а	a. Employees aware of procedures regarding DOSH inspections?	*****		✓ Yes	□No
b	o. Command's documents readily available for review by DOSH Co	mpliance Officer?		✓ Yes	□No
8. H	HAZARDOUS SUBSTANCE PROGRAM	Yes Yes	No ACTION REQUIRED	CORRECTED	).
а	a. Does command have a written Hazardous Substance Program fo	or substances use	d within that command?	✓ Yes	□No
	(1) Are hazardous substances identified and properly labeled?			✓ Yes	□No
	(2) Warning signs posted?			✓ Yes	□No
	(3) Material Safety Data Sheets readily available?			✓ Yes	□No
	(4) Employees receive training?			✓ Yes	□No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

***	(5)	Training documented?			✓ Yes	□No
	(6)	Employees informed of their right to applicable medic	cal and exposure informa	tion?	✓ Yes	□ No
9. H	AZAI	RDOUS EXPOSURE CONTROL PROGRAMS	Yes Yes	ACTION REQUIRED No	CORRECTE	D
a.	Act	tivities identified within command that may require exp	osure to hazardous cond	itions?	✓ Yes	□ No
	<ul><li>(1) Appropriate engineering and/or administrative controls implemented?</li><li>(2) Protective equipment provided in accordance with bargaining unit agreements?</li><li>(3) Employees trained on use and maintenance of equipment?</li></ul>		✓ Yes	□No		
				□No		
			✓ Yes	□No		
	(4)	Training documented?	***************************************			□No

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### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation	nformal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED  Yes No	☐ Correction Report	COMMANDER'S REV	2. m40	DATE S-	27-00
1. GOALS AND ACCOMPLISE	HMENTS	EVALUATED	ACTION REQUIRED	CORRECTE	D
a. Is the command familiar Safety Manual, Chapter	with the Occupational Safety Prog		M 10.6, Occupational		
	I in accordance with departmental	naliau?		✓ Yes	□No
				✓ Yes	□No
	actors, exposure factors, and past				□No
	serious/non-traumatic injuries exclu	uded from occupations	al safety goals?	✓ Yes	□No
(4) Are goals appropriate	ely categorized?			✓ Yes	□No
(5) Are goals realistic?				✓ Yes	□No
(6) Are goals consistent	with departmental objectives?			✓ Yes	□No
(7) Is input from all levels	s considered before goals are esta	ablished?		✓ Yes	□ No
b. Are goals being accomplis	shed?		10.17 Million (1.16-1.	✓ Yes	□No
(1) Accurate reporting or	n CHP 113, Accident and Injury Re	eport?			□No
(2) Are accidents increas	sing?	· · · · · · · · · · · · · · · · · · ·		☐ Yes	☑ No
(3) Are injuries increasing	g?			☐ Yes	☑ No
(4) Why are they increas	ing/decreasing? Increased empha	isis on defensive drivi	ng through beiefings SROV		
	nsistent supervisory ride-alongs.	on defending to diffy	ng unough offernigs, 500 v	1 scenarios,	
	The alongs,		<u> </u>		
(5) Is CHP 113, Accident	and Injury Report, posted or read	ily accessible?		√ Yes	□No
(6) Are employees knowle	edgeable about goals and achieve	ements?		☑ Yes	□No
	ing suggestions toward goal attair		217	☑ Yes	
. PARTICIPATION		EVALUATED	ACTION REQUIRED	CORRECTED	□ No
a. Commander actively involv	/ed in program?	X		✓ Yes	
	injury/illness case management?				□ No
	er's attitude regarding occupations	al safety? The same	andon halianaa P-1111111111111-	✓ Yes	□ No
mind, uniformed and		- Julety: The commi	under believes safety should	be foremost	in everyone's
mind, unitorined and i	non-unitorined alike,				

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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(3) Occupational safety issues discussed at staff meeti-	ngs and training days?		√ Yes	□No
(4) Are safety issues in the meeting minutes?			✓ Yes	□No
(5) Commander comments regarding safety issues in p	erformance evaluations?	259	✓ Yes	□No
(6) Does the commander ensure use of appropriate sal	fety equipment?	300	✓ Yes	□No
b. Are managers/supervisors actively involved in the progra	am?		√ Yes	□No
(1) Are managers/supervisors involved in case manage	ement?		✓ Yes	□No
(2) Do they have the appropriate attitude?			✓ Yes	□No
(3) Are managers monitoring supervisors' progress and	efforts to attain goals?		✓ Yes	□No
(4) Are supervisors monitoring employees' efforts?			✓ Yes	□No
(5) Do managers comment on safety issues in performa	ance evaluations?		✓ Yes	□No
(6) Do supervisors comment on safety issues in perform	nance evaluations?		✓ Yes	□No
(7) Do managers/supervisors ensure the use of proper	safety equipment?		✓ Yes	□No
c. Are employees actively involved in the Occupational Safe	ety Program?		✓ Yes	□No
(1) Are employees involved in their case management?			✓ Yes	□No
(2) Are employees knowledgeable about safety goals?			✓ Yes	□No
(3) Are they aware of the command's achievements?			✓ Yes	□No
(4) Are employees practicing safety while performing the	eir duties?		✓ Yes	□No
(5) Are employees reporting unsafe conditions and/or w	ork practices?		✓ Yes	□No
(6) Do employees work cooperatively to minimize hazar	ds?		✓ Yes	□No
(7) Do employees offer suggestions to improve occupati	ional safety?	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	✓ Yes	□No
(8) Is employee equipment properly used and maintaine	d?		✓ Yes	□No
3. ACCIDENT AND INJURY TRENDS	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Commander's method of identifying trends? There is an	excel spreadsheet in the Sergea	nt's Occ Safety folder. N	√anagemei	nt runs
annual analysis. The commander also reviews all CHP	121's. CHP 208's, STD 270's an	d all other injury and ac	cident relat	ted reports.
	· · · · · · · · · · · · · · · · · · ·			
(1) Are accidents and injuries being monitored to identify	r trends?		✓ Yes	□No
(2) Is the Occupational Safety Committee reviewing CHF Log of Occupational Injuries and Illnesses, entries, pr	2 113, Accident and Injury Reportior meeting minutes?	ort, OSHA 300,	✓ Yes	□No
(3) Are personnel in the command aware of current and	potential trends?		✓ Yes	
b. What corrective action has the command taken when a tr	end has been identified? Com	mand has continued to er	nphasize ri	de-alongs,
and their frequency is increased when problem areas are ic				
driver training at the local Sheriff's Office (w/ a driving sin				

Destroy Previous Editions

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	✓ Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)  EVALUATED  X	CORRECTED	)
a. What is the composition of the COSC? Area Commander, Administrative Lieutenant, PSDS, ASM, Road Office	r, Motor O	fficer, Office
Supervisor, Command Safety Coordinator, Resident Post Sgt.		
(1) Is there representation from each collective bargaining unit?	✓ Yes	□No
(2) Management and supervisory representation?	✓ Yes	□No
(3) Command Safety Coordinator assigned?	Yes	□No
(4) Command Safety Coordinator active and effective?	✓ Yes	□No
(5) Are committee assignments rotated?	✓ Yes	☐ No
(6) COSC meetings held quarterly?	✓ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	✓ Yes	□No
(8) Do all committee members attend the meetings?	☐ Yes	☑ No
b. Are roles and responsibilities defined in accordance with IIPP?	✓ Yes	□No
(1) Do committee members understand their roles and responsibilities?	Yes	□No
(2) Is an agenda prepared prior to the meeting?	✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	✓ Yes	□No
(4) Are these minutes utilized for Area meetings?	✓ Yes	□No
(5) Are assignments given during Area meetings?	✓ Yes	□No
c. Minutes prepared for the COSC meeting?	✓ Yes	□No
(1) Recording secretary appointed?	✓ Yes	□No
(2) Minutes posted on command's Occupational Safety Board?	✓ Yes	□No
(3) Are minutes included in IIPP file?	✓ Yes	□No
(4) Minutes maintained current year, plus three?	✓ Yes	□No
(5) Minutes forwarded through channels?	✓ Yes	□No
d. Is the COSC effective?	✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	✓ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	✓ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues?	✓ Yes	□No
e. Do all personnel receive current information regarding health and safety?	✓ Yes	□ No
f. Are outside agency safety programs utilized as a resource?	✓ Yes	□No
g. Does the command maintain an effective health and safety communications system?	✓ Yes	□No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

$\rightarrow$						
_	(1)	Potential hazards reported on CHP 113B, Hazard Report/In	TO THE PARTY OF TH	✓ Yes	□No	
	(2)	Are findings of the 113B, Hazard Report/Inspection, report	disseminated acco	ording to policy?	✓ Yes	□No
	(3)	Do all members of the command participate in distribution of	f safety and healt	h information?	✓ Yes	□No
	(4)	COSC minutes posted in a timely manner?	1	131111	✓ Yes	□No
	(5)	Required posters prominently displayed?		N. 1 - 2	✓ Yes	□No
	(6)	COSC maintain the Command Occupational Safety Bulletin	Board?		✓ Yes	□No
	(7)	Are responsibilities for the Occupational Safety Bulletin Boa	rd contents assig	ned to specific members?	✓ Yes	□No
5.	DOCUI	MENTATION	EVALUATED	ACTION REQUIRED	CORRECTE	
	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually an filed in the employee's field folder?				✓ Yes	□No
	b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?				☐ Yes	☑ No
	c. OSł	HA 300, Log of Occupational Injury and Illnesses, utilized?	-ies s		✓ Yes	□No
	(1)	Are required injuries and illnesses logged?			✓ Yes	□No
	(2)	Entries made within six working days of notification of an em	ployee injury or ii	Iness?	✓ Yes	□No
	(3)	Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
	(4)	Retention according to policy?			✓ Yes	□No
	(5)	Readily accessible for review by Cal-OSHA?			Yes	□No
	(6)	Previous calendar year log posted during February?			✓ Yes	□No
(	I. Are	CHP 113s, Accident and Injury Report, compiled accurately?	)		✓ Yes	□No
	(1)	Commander review and sign?				□No
	(2)	CHP 113s and attachments processed in a timely manner?				□No
е	Does	s the command utilize the CHP 113A, Safety Inspection Che	cklist?		✓ Yes	□No
	(1)	Are semiannual safety inspections conducted?			☐ Yes	☑ No
	(2)	Are safety hazards identified?			☑ Yes	□No
	(3) I	s corrective action taken within 30 days?			✓ Yes	□No
	(4)	CHP 113A, Safety Inspection Checklist, maintained with IIPP	and retained acc	cording to policy?	✓ Yes	□No
f.	Are ui	nsafe conditions identified and documented on CHP 113B, F	lazard Report/Ins	pection?	✓ Yes	□No
	(1) N	Measures taken to correct situation within 30 days?			✓ Yes	□No
	(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attach	ed to IIPP?		✓ Yes	□No
g	Are th	ne CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
	(1) S	Supervisory comments in-depth, clear, and concise?			✓ Yes	□ No
	(2) C	Commander signature on appropriate forms?			✓ Yes	□No
					VIII	

## STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### OCCUPATIONAL SAFETY

010				2777 4497 544 444 444		
	(3)	Routed within time frames?		Themself in	✓ Yes	□No
	h. Is Cl	HP 208, Accident Prevention Report, thoroughly and accura	tely completed?	3/III	Yes	□No
	(1)	Supervisor comments in-depth, clear, and concise?		AL THE STATE OF TH	✓ Yes	□No
-	(2)	Commander review?		( tento e e e e e e e e e e e e e e e e e e e	✓ Yes	□No
	(3)	Commander signs appropriate form?			✓ Yes	□No
	(4)	Properly routed within time limits?			Yes	□No
	i. Are ir	njuries and accidents documented on CHP 442, Individual A	ccident, Injury and Safet	y Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, current?		✓ Yes	□No
	(2)	Safety recognition emblem summary current?			✓ Yes	□No
	j. Are C	HP 712As, Injury and Illness Prevention Program Orientation	on and Review, kept curr	ent?	✓ Yes	□No
	(1) I	s specific safety training documented on CHP 712, Employe	ee Emergency Action Pl	an Review?	✓ Yes	□No
	(2)	✓ Yes	□No			
6	. INJURY	CORRECTED				
	a. Comr	mand specific IIPP on file?	X		✓ Yes	□No
	(1) Is	✓ Yes	□No			
(2) Contains all required documents?					✓ Yes	□No
(3) Discussed with all employees?					✓ Yes	□No
	(4) A	Il employees understand their roles and responsibilities?			✓ Yes	□No
	(5) E	ach employee completed CHP 712A, Injury and Illness Pre	vention Program Orient	ation and Review?	✓ Yes	□No
	(6) N ar	lew employees review and complete CHP 712A, Injury and nd Review?	Illness Prevention Prog	ram Orientation	✓ Yes	□No
	(7) A	re unsafe hazards or conditions identified, investigated, con	rected, and documented	1?	✓ Yes	□ No
	(8) Is	required documentation maintained according to policy?			✓ Yes	□No
7.	COMMUN	NICATION WITH DOSH	EVALUATED X	ACTION REQUIRED	CORRECTED	
	a. Emplo	yees aware of procedures regarding DOSH inspections?			✓ Yes	□No
	b. Comm	nand's documents readily available for review by DOSH Co			✓ Yes	□No
8.	HAZARD	OUS SUBSTANCE PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED	
	a. Does	command have a written Hazardous Substance Program fo	or substances used withi	n that command?	✓ Yes	□No
(1) Are hazardous substances identified and properly labeled?					✓ Yes	□No
	(2) Warning signs posted?				Yes	□ No
	(3) Ma	aterial Safety Data Sheets readily available?			Yes	□No
	(4) En	nployees receive training?			☐ Yes	☑ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

(5) Training documented?	104.50		☐ Yes	✓ No
(6) Employees informed of their right to applicable medi-	cal and exposure informa	tion?	✓ Yes	□No
. HAZARDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED X	ACTION REQUIRED	CORRECTE	)
a. Activities identified within command that may require exposure to hazardous conditions?		✓ Yes	□No	
(1) Appropriate engineering and/or administrative control	ols implemented?		✓ Yes	□No
(2) Protective equipment provided in accordance with ba	argaining unit agreements	?	✓ Yes	□No
(3) Employees trained on use and maintenance of equipment?			✓ Yes	□No
(4) Training documented?			✓ Yes	□No

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

SECTIONS	DATE: 08/26/2008  COMMENTS
4- COSC	Area Occupational Safety Meetings were combined with Area Staff Meetings for the first and
	second quarters of 2008. Future meetings will be exclusively COSC meetings. The third quarter
	COSC meeting has been scheduled for September 30, 2008. Not ALL COSC members attend ever
	meeting due to various scheduling conflicts.
-	All available COSC minutes available were placed in the Area's HPP binder. Several meeting
	minutes were missing. Unknown if the minutes were misplaced or if the meetings didn't take place
411	No completed CFIP 113B's were located. Unknown if any were submitted. Blank CHP 113B's we
	placed in the debriefing room for utilization by employees.
5- Documentation	No DMV fNF 254's were located. According to DMV's website, this form is for government
	agencies to request driving records for prospective hires or "casual drivers." "Casual drivers" are
	defined as employees who are hired for less than 30 days in the preceding six months. Area has no
	employees meeting this definition.
	The latest CHP 113A located was completed in 2004. A CHP 113A was completed on 8/18/08 and
19 31111	placed in the appropriate annex of the Area's HPP. Area underwent and passed an inspection by the
	Fire Marshal in spring of 2008.
	Copies of the CHP 712A's were not being maintained in the designated binder. Due to the volume
	of forms, a separate binder containing all employee's CHP 712's and CHP 712A's was created and
	the forms updated and made current.
- Hazardous Substance Program	Chapter 7 of HPM 10.6, Hazardous Substance Program, is retained in Annex E of the Area's HPP
	with the Area specific hazards. Hazardous substances in the Area are common to all commands and
	separate MSDS documents are maintained for both automotive and janitorial supplies. The
	employees working with these substances have several years of experience, but no training records
	were located for these civilian employees. A First Responder Awareness class has been scheduled
	to address this issue. Uniformed personnel received annual refresher training on hazardous
	materials, which is documented in ETRS.

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

SECTIONS	DATE: 08/26/2008  COMMENTS			
4- COSC	Area Occupational Safety Meetings were combined with Area Staff Meetings for the first and			
	second quarters of 2008. Future meetings will be exclusively COSC meetings. The third quarter			
	COSC meeting has been scheduled for September 30, 2008. Not ALL COSC members attend every			
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	minutes were missing.			
	No completed CHP 113B's were located. Unknown if any were submitted. Blank CHP 113B's were			
	placed in the debricfing room for utilization by employees.			
5- Documentation	No DMV INF 254's were located. According to DMV's website, this form is for government			
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11,000	defined as employees who are hired for less than 30 days in the preceding six months. Area has no			
	employees meeting this definition.			
****	omproyees meeting and deminion.			
IS (HC)	The latest CHP 113A located was completed in 2004. A CHP 113A was completed on 8/18/08 and			
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	Copies of the CHP 712A's were not being maintained in the designated binder. Due to the volume			
	of forms, a separate binder containing all employee's CHP 712's and CHP 712A's was created and			
	the forms updated and made current.			
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	separate MSDS documents are maintained for both automotive and janitorial supplies. The			
	employees working with these substances have several years of experience, but no training records			
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	materials, which is documented in ETRS,			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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AREA	DIVISION	NUMBER
Grapevine Insp. Fac.	Central	12
EVALUATED BY	•	DATE
S. A. Netzer, Lt.		08/28/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation	☑ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW	COMMANDER'S REVIEW		
Yes No	ву	5.A. N.		08/28/20	
1. GOALS AND ACCOMP	LISHMENTS	EVALUATED	ACTION REQUIRED	CORRECTE	ED .
a. Is the command fam Safety Manual, Chap	iliar with the Occupational Safety Progr oter 13?		10.6, Occupational	☑ Yes	□No
(1) Are goals develo	pped in accordance with departmental p	policy?		✓ Yes	☐ No
(2) Are environmen	(2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals?				□No
(3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals?					□No
(4) Are goals approp	oriately categorized?			✓ Yes	□No
(5) Are goals realist	c?			✓ Yes	□No
(6) Are goals consis	tent with departmental objectives?			✓ Yes	□No
(7) Is input from all I	evels considered before goals are estal	blished?		✓ Yes	□No
b. Are goals being acco	mplished?			☑ Yes	□No
(1) Accurate reportir	g on CHP 113, Accident and Injury Rep	port?		✓ Yes	□No
(2) Are accidents inc	reasing?			☐ Yes	☑ No
(3) Are injuries incre	asing?			☐ Yes	☑ No
(4) Why are they inc	reasing/decreasing?				
(5) Is CHP 113, Accid	dent and Injury Report, posted or readil	ly accessible?		✓ Yes	□No
(6) Are employees kr	owledgeable about goals and achiever	ments?		✓ Yes	□No
(7) Are employees pr	oviding suggestions toward goal attain	ment?		✓ Yes	□No
2. PARTICIPATION		EVALUATED X	ACTION REQUIRED	CORRECTED	D
a. Commander actively in	nvolved in program?			✓ Yes	□ No
(1) Commander active	e in injury/illness case management?			✓ Yes	□No
(2) What is the comm	ander's attitude regarding occupational	I safety? Commander s	stresses Occupational Safety	y during tra	ining days
and regular shift t	riefings.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Occupational safety issues discussed at staff me	etings and training days?		✓ Yes	□No
(4) Are safety issues in the meeting minutes?			✓ Yes	□No
(5) Commander comments regarding safety issues in	n performance evaluations?		✓ Yes	□No
(6) Does the commander ensure use of appropriate	safety equipment?		✓ Yes	□No
b. Are managers/supervisors actively involved in the pro	gram?		✓ Yes	□No
(1) Are managers/supervisors involved in case mana	gement?		☑ Yes	□No
(2) Do they have the appropriate attitude?	E0.		✓ Yes	□No
(3) Are managers monitoring supervisors' progress a	nd efforts to attain goals?		✓ Yes	□No
(4) Are supervisors monitoring employees' efforts?			✓ Yes	□No
(5) Do managers comment on safety issues in perfor	mance evaluations?	23174	✓ Yes	□No
(6) Do supervisors comment on safety issues in perfo	ormance evaluations?	7 44 44 44 44 44 44 44 44 44 44 44 44 44	✓ Yes	□No
(7) Do managers/supervisors ensure the use of prope	er safety equipment?		✓ Yes	□No
c. Are employees actively involved in the Occupational S	afety Program?	11,00	✓ Yes	□No
(1) Are employees involved in their case management	it?	- 107:22	✓ Yes	□No
(2) Are employees knowledgeable about safety goals	?		✓ Yes	□No
(3) Are they aware of the command's achievements?		11.2.1.2.11.11.11.11.11.11.11.11.11.11.1	✓ Yes	□No
(4) Are employees practicing safety while performing	their duties?	7,0,0,0,0	✓ Yes	□No
(5) Are employees reporting unsafe conditions and/or	work practices?		✓ Yes	□No
(6) Do employees work cooperatively to minimize haz	ards?	58.10	✓ Yes	□No
(7) Do employees offer suggestions to improve occup	ational safety?		✓ Yes	□No
(8) Is employee equipment properly used and maintai	ned?		✓ Yes	□No
3. ACCIDENT AND INJURY TRENDS	EVALUATED X	ACTION REQUIRED	CORRECTED	) e
a. Commander's method of identifying trends? Review of				
(1) Are accidents and injuries being monitored to ident	ify trends?		✓ Yes	□No
(2) Is the Occupational Safety Committee reviewing Cl Log of Occupational Injuries and Illnesses, entries,	HP 113, Accident and Injury F prior meeting minutes?	Report, OSHA 300,	✓ Yes	□No
(3) Are personnel in the command aware of current an	d potential trends?		✓ Yes	□No
b. What corrective action has the command taken when a	trend has been identified?			

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	✓ Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)  EVALUATED  X	CORRECTED	
a. What is the composition of the COSC? 1 Lieutenant, 1 Sergeant, 1 Officer, 1 Commercial Vehicle Inspection Spe	cialist, 1 C	ffice
Services Supervisor, and 1 Custodian.		
(1) Is there representation from each collective bargaining unit?	✓ Yes	□No
(2) Management and supervisory representation?	✓ Yes	□No
(3) Command Safety Coordinator assigned?	☑ Yes	□No
(4) Command Safety Coordinator active and effective?	✓ Yes	□No
(5) Are committee assignments rotated?	✓ Yes	□No
(6) COSC meetings held quarterly?	✓ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	✓ Yes	□No
(8) Do all committee members attend the meetings?	✓ Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP?	✓ Yes	□No
(1) Do committee members understand their roles and responsibilities?	✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?	✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	✓ Yes	□No
(4) Are these minutes utilized for Area meetings?	✓ Yes	□No
(5) Are assignments given during Area meetings?	✓ Yes	□No
c. Minutes prepared for the COSC meeting?	✓ Yes	□No
(1) Recording secretary appointed?	✓ Yes	□No
(2) Minutes posted on command's Occupational Safety Board?	✓ Yes	□No
(3) Are minutes included in IIPP file?	✓ Yes	□No
(4) Minutes maintained current year, plus three?	✓ Yes	□No
(5) Minutes forwarded through channels?	✓ Yes	□No
d. Is the COSC effective?	✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	✓ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	✓ Yes	□No
(3) COSC disseminate current information and training regarding health and safety issues?	✓ Yes	□No
e. Do all personnel receive current information regarding health and safety?	☑ Yes	□No
f. Are outside agency safety programs utilized as a resource?	Yes	☑ No
g. Does the command maintain an effective health and safety communications system?	✓ Yes	□No

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

_					
	(1) Potential hazards reported on CHP 113B, Hazard Report	/Inspection?		✓ Yes	□No
-	(2) Are findings of the 113B, Hazard Report/Inspection, report	t disseminated according	to policy?	✓ Yes	□No
	(3) Do all members of the command participate in distribution	of safety and health infor	mation?	✓ Yes	□No
	(4) COSC minutes posted in a timely manner?			✓ Yes	□No
	(5) Required posters prominently displayed?			✓ Yes	□No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?			✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?			✓ Yes	□No
5.	5. DOCUMENTATION EVALUATED X				D
ě	. STD 261s, Authorization to Use Privately Owned Vehicles on filed in the employee's field folder?	State Business, completed	annually and	✓ Yes	□No
t	. DMV INF 254, Government Agency Request for Driver License to request driver's license record check and filed in the employ	e/Identification Record Info ree's field folder?	ormation, utilized	✓ Yes	□No
	OSHA 300, Log of Occupational Injury and Illnesses, utilized?			✓ Yes	□No
	(1) Are required injuries and illnesses logged?			✓ Yes	□No
	(2) Entries made within six working days of notification of an e	employee injury or illness?	.,	✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
	(4) Retention according to policy?			✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
	(6) Previous calendar year log posted during February?	_		✓ Yes	□No
d.	Are CHP 113s, Accident and Injury Report, compiled accurately	y?		✓ Yes	□No
	(1) Commander review and sign?			✓ Yes	□No
	(2) CHP 113s and attachments processed in a timely manner?	?		✓ Yes	□No
e.	Does the command utilize the CHP 113A, Safety Inspection Ch	ecklist?		✓ Yes	□No
	(1) Are semiannual safety inspections conducted?			✓ Yes	□No
	(2) Are safety hazards identified?			✓ Yes	□No
	(3) Is corrective action taken within 30 days?			✓ Yes	□No
	(4) CHP 113A, Safety Inspection Checklist, maintained with IJF	PP and retained according	to policy?	✓ Yes	□ No
f.	Are unsafe conditions identified and documented on CHP 113B,	Hazard Report/Inspection	1?	✓ Yes	□No
	(1) Measures taken to correct situation within 30 days?			✓ Yes	□No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attact	ched to IIPP?		✓ Yes	□No
g.	Are the CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
	(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
	(2) Commander signature on appropriate forms?			✓ Yes	□No

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Routed within time frames?			✓ Yes	□No
h. Is CHP 208, Accident Prevention Report, thoroughly and acc	curately completed?		✓ Yes	□No
(1) Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
(2) Commander review?			✓ Yes	□No
(3) Commander signs appropriate form?			✓ Yes	□No
(4) Properly routed within time limits?			✓ Yes	□No
i. Are injuries and accidents documented on CHP 442, Individua	al Accident, Injury and	Safety Recognition Record?	Yes	□No
(1) Are CHP 442s, Individual Accident, Injury and Safety Re	✓ Yes	□No		
(2) Safety recognition emblem summary current?			✓ Yes	□No
j. Are CHP 712As, Injury and Illness Prevention Program Orient	tation and Review, kep	ot current?	✓ Yes	□No
(1) Is specific safety training documented on CHP 712, Emp	✓ Yes	□No		
(2) Copies maintained with IIPP file?	✓ Yes	□No		
6. INJURY AND ILLNESS PREVENTION PROGRAM	CORRECTED	)		
a. Command specific IIPP on file?			✓ Yes	□No
(1) Is the program effective?	✓ Yes	□No		
(2) Contains all required documents?	✓ Yes	□No		
(3) Discussed with all employees?	✓ Yes	□No		
(4) All employees understand their roles and responsibilities	✓ Yes	□No		
(5) Each employee completed CHP 712A, Injury and Illness	Prevention Program C	rientation and Review?	✓ Yes	□No
(6) New employees review and complete CHP 712A, Injury a and Review?	and Illness Prevention	Program Orientation	✓ Yes	□No
(7) Are unsafe hazards or conditions identified, investigated,	corrected, and docum	ented?	✓ Yes	□No
(8) Is required documentation maintained according to policy	?		☑ Yes	□No
7. COMMUNICATION WITH DOSH	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Employees aware of procedures regarding DOSH inspections	?		☑ Yes	□No
b. Command's documents readily available for review by DOSH			✓ Yes	□No
B. HAZARDOUS SUBSTANCE PROGRAM	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Does command have a written Hazardous Substance Program	n for substances used	within that command?	✓ Yes	□No
(1) Are hazardous substances identified and properly labeled?				□No
(2) Warning signs posted?				□No
(3) Material Safety Data Sheets readily available?	11212		✓ Yes	□No
(4) Employees receive training?			✓ Yes	□No
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AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

	(5)	Training documented?			✓ Yes	□No
	(6)	Employees informed of their right to applicable medical	al and exposure informa	tion?	✓ Yes	□No
9. F	IAZAI	RDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED X	ACTION REQUIRED	CORRECTED	
а	. Act	tivities identified within command that may require expo	sure to hazardous cond	itions?	✓ Yes	□No
	(1)	Appropriate engineering and/or administrative controls	implemented?		✓ Yes	□No
	(2)	Protective equipment provided in accordance with bar	gaining unit agreements	?	✓ Yes	□No
	(3)	Employees trained on use and maintenance of equipment	nent?		✓ Yes	□No
	(4)	Training documented?			✓ Yes	□No

Evaluation noted minor discrepancies which were immediately corrected.

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#### Memorandum

Date:

March 25, 2008

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Buttonwillow Area

File No.:

426.10857

Subject:

AREA MANAGEMENT EVALUATION - CHP 453M - OCCUPATIONAL

SAFETY - INFORMAL EVALUATION

Attached is in an Occupational Safety Informal Evaluation, per HPG 22.1, Chapter 12, conducted by Sergeant Terry Hester, of the Buttonwillow Area. No follow-up correction report is required. Contact me at (661)764-5580, if you have any questions.

D. L. GREEN, Lieutenant

Sloyled Incan

Area Commander

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ARFA MANAGEMENT EVALUATIO

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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AREA	DIVISION	NUMBER
Buttonwillow	Central	
EVALUATED BY		DATE
Sgt. Hester		03/23/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be completed in pen of pencil, and the cappiement can	i be mamatrine	WILM RESERVED		
TYPE OF EVALUATION    Formal Evaluation   V   Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	COMMANDER'S REV	DER'S REVIEW DATE		
Collection Report	17 1	M JA	3-2508	
Yes No BY	EVALUATED	ACTION REQUIRED	CORRECTED	
1. GOALS AND ACCOMPLISHMENTS	Yes	No		
a. is the command familiar with the Occupational Safety Program a     Safety Manual, Chapter 13?	s outlined in HF	PM 10.6, Occupational	☑ Yes	□No
(1) Are goals developed in accordance with departmental policy	/?		✓ Yes	☐ No
(2) Are environmental factors, exposure factors, and past exper	ience/trends co	nsidered when setting goals?	√ Yes	☐ No
(3) Are illness and non-serious/non-traumatic injuries excluded	from occupation	nal safety goals?	☑ Yes	☐ No
(4) Are goals appropriately categorized?		1	☑ Yes	☐ No
(5) Are goals realistic?			☑ Yes	□ No
(6) Are goals consistent with departmental objectives?			☑ Yes	□ No
(7) Is input from all levels considered before goals are establish	ed?		☑ Yes	☐ No
b. Are goals being accomplished?			☑ Yes	☐ No
(1) Accurate reporting on CHP 113, Accident and Injury Report?	E CONTRACTOR		☑ Yes	·□ No
(2) Are accidents increasing?			Yes	☑ No
(3) Are injuries increasing?			Yes	☑ No
(4) Why are they increasing/decreasing? Preventable acc	idents decrease	d to (1) in 2007 from (2) in 20	06. Area has	not
experienced a disabling injury since 4th quarter 2004. The d	ecrease seems t	o be from reinforcing occupati	onal safety d	uring
briefings and during training days.				
(5) Is CHP 113, Accident and Injury Report, posted or readily acc	cessible?		☑ Yes	□ No
(6) Are employees knowledgeable about goals and achievement	s?		√ Yes	□ No
(7) Are employees providing suggestions toward goal attainment	?		☑ Yes	☐ No
I - I - I - I - I - I - I - I - I - I -	evaluated Yes	ACTION REQUIRED	CORRECTED	
a. Commander actively involved in program?			☑ Yes	□ No
(1) Commander active in injury/illness case management?			☑ Yes	□No
(2) What is the commander's attitude regarding occupational safe	ety? The	commander attends both Divis	ion and Area	
occupational safety meetings. Safety is the commander's #1 p	riority.		10.	

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY CHP 453M (Rev. 5-06) OPI 009

CHE	400IV	(Rev. 5-00) OF 1009				
	(3)	Occupational safety issues discussed at staff meetings an	d training days?		☑ Yes	□ No
	(4)	Are safety issues in the meeting minutes?			☑ Yes	☐ No
	(5)	Commander comments regarding safety issues in perform	ance evaluations?		√ Yes	☐ No
	(6)	Does the commander ensure use of appropriate safety eq	uipment?		☑ Yes	☐ No
<u></u> b.	Are	managers/supervisors actively involved in the program?			✓ Yes	☐ No
	(1)	Are managers/supervisors involved in case management?			√ Yes	☐ No
,	(2)	Do they have the appropriate attitude?			☑ Yes	☐ No
	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?	,	√ Yes	☐ No
	(4)	Are supervisors monitoring employees' efforts?			☑ Yes	☐ No
	(5)	Do managers comment on safety issues in performance ev	valuations?		☑ Yes	□ No
	(6)	Do supervisors comment on safety issues in performance	evaluations?		☑ Yes	□ No
	(7)	Do managers/supervisors ensure the use of proper safety	equipment?		✓ Yes	□ No
C.	Are	employees actively involved in the Occupational Safety Pro	gram?		☑ Yes	☐ No
	(1)	Are employees involved in their case management?			☑ Yes	□ No
	(2)	Are employees knowledgeable about safety goals?	100		☑ Yes	□ No
	(3)	Are they aware of the command's achievements?		0.00	☑ Yes	□ No
	(4)	Are employees practicing safety while performing their dutie	es?		√ Yes	☐ No
	(5)	Are employees reporting unsafe conditions and/or work pra	ctices?	*	☑ Yes	☐ No
	(6) I	Do employees work cooperatively to minimize hazards?			√ Yes	□ No
	(7) I	Do employees offer suggestions to improve occupational sa	ifety?		☑ Yes	☐ No
	(8) I	s employee equipment properly used and maintained?			☑ Yes	☐ No
, AC	CIDE	NT AND INJURY TRENDS	evaluated Yes	ACTION REQUIRED	CORRECTED	
a. (	Comr	mander's method of identifying trends? The comm		stances surrounding all	collisions, or ir	njuries.
-	The c	ommander also reviews the quarterly CHP113, Accident an	nd injury Report.			
				Stim A St. O.		
(	1) A	re accidents and injuries being monitored to identify trends	?	310	☑ Yes	☐ No
(2	2) Is	the Occupational Safety Committee reviewing CHP 113, A og of Occupational Injuries and Illnesses, entries, prior mee	ccident and Injury Reptiting minutes?	oort, OSHA 300,	☑ Yes	□No
(;		re personnel in the command aware of current and potentia		112		☐ No
b. V		corrective action has the command taken when a trend has		Employees are made	e aware of the i	dentified
tı	ends	during briefings and training days. Additional training has	been used in the past	to correct identified tre	nds.	

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	√ Yes	☐ No
4: COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)  Pes  EVALUATED Yes  No	CORRECTED	
a. What is the composition of the COSC? The COSC is comprised of the commander as the chairperson.	A sergeant is as	ssigned as
the safety coordinator. There is an Area Rep and Alternate Area Rep on COSC. There is also a OSSI to rep	resent the non-u	miformed.
Meetings are often held in conjunction with Area training days and attended by numerous road patrol officer	S.	
(1) Is there representation from each collective bargaining unit?	☑ Yes	☐ No
(2) Management and supervisory representation?	☑ Yes	☐ No
(3) Command Safety Coordinator assigned?	☑ Yes	☐ No
(4) Command Safety Coordinator active and effective?	☑ Yes	☐ No
(5) Are committee assignments rotated?	☑ Yes	☐ No
(6) COSC meetings held quarterly?	✓ Yes	☐ No
(7) Are meetings held more frequently when goals are not being attained?	☑ Yes	□ No
(8) Do all committee members attend the meetings?	✓ Yes	☐ No
b. Are roles and responsibilities defined in accordance with IIPP?	☑ Yes	□ No
(1) Do committee members understand their roles and responsibilities?	☑ Yes	☐ No
(2) Is an agenda prepared prior to the meeting?	☑ Yes	☐ No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	☑ Yes	□ No
(4) Are these minutes utilized for Area meetings?	☑ Yes	No
(5) Are assignments given during Area meetings?	✓ Yes	□ No
c. Minutes prepared for the COSC meeting?	✓ Yes	☐ No
(1) Recording secretary appointed?	☑ Yes	☐ No
(2) Minutes posted on command's Occupational Safety Board?	√ Yes	□ No
(3) Are minutes included in IIPP file?	✓ Yes	□ No
(4) Minutes maintained current year, plus three?	☑ Yes	□ No
(5) Minutes forwarded through channels?	√ Yes	☐ No
d. Is the COSC effective?	✓ Yes	☐ No
(1) Are COSC recommendations clear, concise and pertinent to the command?	☑ Yes	☐ No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	☑ Yes	□ No
(3) COSC disseminate current information and training regarding health and safety issues?	☑ Yes	☐ No
e. Do all personnel receive current information regarding health and safety?	☑ Yes	□ No
f. Are outside agency safety programs utilized as a resource?	☑ Yes	□ No
g. Does the command maintain an effective health and safety communications system?	✓ Yes	□ No

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?				☐ No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?				☐ No
(3) Do all members of the command participate in distribution	n of safety and hea	alth information?	☑ Yes	□ No
(4) COSC minutes posted in a timely manner?	(4) COSC minutes posted in a timely manner?			
(5) Required posters prominently displayed?			☑ Yes	☐ No
(6) COSC maintain the Command Occupational Safety Bulle	tin Board?		✓ Yes	☐ No
(7) Are responsibilities for the Occupational Safety Bulletin B	oard contents assi	gned to specific members?	☑ Yes	☐ No
5. DOCUMENTATION	CORRECTED			
<ul> <li>a. STD 261s, Authorization to Use Privately Owned Vehicles on Stilled in the employee's field folder?</li> </ul>	State Business, co	mpleted annually and	☑ Yes	☐ No
<ul> <li>DMV INF 254, Government Agency Request for Driver License to request driver's license record check and filed in the employ</li> </ul>	roots field folder?	cord Information, utilized VEW EMPLOYEE Igns-UNIFORMED	☑ Yes	☐ No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	,		☑ Yes	☐ No
(1) Are required injuries and illnesses logged?			☑ Yes	□ No
(2) Entries made within six working days of notification of an e	employee injury or	illness?	☑ Yes	□ No
(3) Is lost-time and limited-duty documentation accurate?			☑ Yes	□ No
(4) Retention according to policy?		***	☑ Yes	☐ No
(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□ No
(6) Previous calendar year log-posted during February?		A. T. F.	-V-Yes	No
d. Are CHP 113s, Accident and Injury Report, compiled accurately	/?		☑ Yes	□ No
(1) Commander review and sign?			☑ Yes	☐ No
(2) CHP 113s and attachments processed in a timely manner?	)		☑ Yes	□ No
e. Does the command utilize the CHP 113A, Safety Inspection Ch	ecklist?		√ Yes	□ No
(1) Are semiannual safety inspections conducted?			☑ Yes	□ No
(2) Are safety hazards identified?			☑ Yes	☐ No
(3) Is corrective action taken within 30 days?			✓ Yes	☐ No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIP	P and retained ac	cording to policy?	☑ Yes	□ No
f. Are unsafe conditions identified and documented on CHP 113B,	Hazard Report/Ins	spection?	☑ Yes	□ No
(1) Measures taken to correct situation within 30 days?			☑ Yes	☐ No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attac	hed to IIPP?		✓ Yes	☐ No
g. Are the CHP 121 series thoroughly and accurately completed?			☑ Yes	□No
(1) Supervisory comments in-depth, clear, and concise?			☑ Yes	□No
(2) Commander signature on appropriate forms?			☑ Yes	□ No

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### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

OCCUPATIONAL SAFETY	
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	(3) Routed within time frames?					√ Yes	□ No
ŀ	n. Is	CHP 208, Accident Prevention Report, thoroughly and accur	rately completed	?		☑ Yes	☐ No
	(1)	) Supervisor comments in-depth, clear, and concise?		-11-11-11-11-11-11-11-11-11-11-11-11-11		√ Yes	☐ No
-	(2)	) Commander review?				√ Yes	☐ No
	(3)	Commander signs appropriate form?				✓ Yes	☐ No
<del>3</del>	(4)	Properly routed within time limits?				☑ Yes	☐ No
į.	Are	injuries and accidents documented on CHP 442, Individual	Accident, Injury	and Safety F	Recognition Record?	☑ Yes	☐ No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record,	current?		☑ Yes	☐ No
	(2)	Safety recognition emblem summary current?				☑ Yes	☐ No
—— j.	Are	CHP 712As, Injury and Illness Prevention Program Orientat	ion and Review,	kept current	?	☑ Yes	☐ No
(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?					☑ Yes	☐ No	
(2) Copies maintained with IIPP file?					☐ Yes	☑ No	
6. INJURY AND ILLNESS PREVENTION PROGRAM  EVALUATED  Yes  No						CORRECTED	
a.	a. Command specific IIPP on file?						☐ No
(1) Is the program effective?					☑ Yes	□ No	
(2) Contains all required documents?					☑ Yes	□ No	
(3) Discussed with all employees?					√ Yes	☐ No	
	.(4)	All employees understand their roles and responsibilities?				☑ Yes	□ <u>No</u>
	(5)	Each employee completed CHP 712A, Injury and Illness Pro	evention Program	n Orientatio	n and Review?	☑ Yes	☐ No
		New employees review and complete CHP 712A, Injury and and Review?	Illiness Prevent	on Program	Orientation	☑ Yes	□ No
	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and doc	cumented?		☑ Yes	☐ No
	(8)	Is required documentation maintained according to policy?				☑ Yes	☐ No
7. CO	MML	JNICATION WITH DOSH	Yes	ACT No	ION REQUIRED	CORRECTED	talles X
a.	Emp	loyees aware of procedures regarding DOSH inspections?				☑ Yes	□ No
b.	Com	mand's documents readily available for review by DOSH Co	mpliance Officer	?		☑ Yes	☐ No
. HA	ZARI	DOUS SUBSTANCE PROGRAM	Yes	ACTI No	ON REQUIRED	CORRECTED	
a.	Does	s command have a written Hazardous Substance Program fo	or substances us	ed within th	at command?	☑ Yes	☐ No
	(1) <i>F</i>	Are hazardous substances identified and properly labeled?			16/14	☑ Yes	☐ No
(	(2) V	Varning signs posted?				☑ Yes	□ No
(	(3) N	Material Safety Data Sheets readily available?				☑ Yes	□No
(	(4) E	Employees receive training?				√) Yes	□No

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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	(5)	Training documented?		√ Yes	☐ No
-	(6)	Employees informed of their right to applicable medical and exposure information	ation?	√ Yes	☐ No
9. H	) 	RDOUS EXPOSURE CONTROL PROGRAMS Ves	ACTION REQUIRED	CORRECTED	
a.	Act	ivities identified within command that may require exposure to hazardous cond	litions?	√ Yes	□ No
	(1)	Appropriate engineering and/or administrative controls implemented?		☑ Yes	☐ No
	(2)	Protective equipment provided in accordance with bargaining unit agreements	s?	√ Yes	☐ No
(+),		Employees trained on use and maintenance of equipment?		√ Yes	☐ No
		Training documented?		☑ Yes	□ No

The preceding Area Management Evaluation was recently conducted on the Area's Occupational Safety Program by Sergeant Terry Hester.

All aspects of the Illness and Injury Prevention Program are up to date. A Hazardous Substances Program is in place to identify the hazardous substances routinely used in the command.

The Occupational Safety Program is being properly managed by the Command's Safety Coordinator. The Area Commander actively supports the Area's Occupational Safety Program and personally oversees the program. Employees are encouraged to participate in the program through regularly scheduled meetings and open discussions concerning occupational safety are held at Area training days. The evaluation found that the Area satisfactorily conforms to all the requirements outlined in HPG 22.1, Chapter 12.

#### Memorandum

Date:

December 30, 2008

To:

Buttonwillow Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Coalinga Area

File No.:

495.13682

Subject:

HPG 22.1, AREA RESOURCES MANAGEMENT GUIDE, INSPECTIONS

During the month of December 2008, a team comprised of Sergeant Larkin Vander Mel, Office Services Supervisor Paula McSheehy and Lieutenant Dave Knoff completed three Area Management Evaluations on the Buttonwillow Area per HPG 22.1, Area Resources Management Guide. The three Area Management Evaluations were Office Management, Occupational Safety and Special Functions. Utilizing the procedures and checklists provided in HPG 22.1, as well as through interviews conducted of the affected personnel, the following is a summation of the results of each evaluation.

Lieutenant Knoff conducted the Occupational Safety (chapter 12) evaluation. During his evaluation, he noted on March 23, 2008, Sergeant T. Hester, of the Buttonwillow Area, conducted an informal Occupational Safety (chapter 12) evaluation. The results of which were forwarded to the Central Division Occupational Safety Coordinator. During the formal evaluation, Lieutenant Knoff discussed the informal evaluation with Sgt. Hester. During the discussion, Sgt. Hester explained during his informal evaluation he found no items for follow-up. After inspecting the Area's occupational safety information and IIPP, Lieutenant Knoff reached the same conclusion.

Furthermore, during the Office Management (chapter 5) evaluation and the Special Functions (chapter 15) evaluation, neither Office Services Supervisor McSheehe nor Sergeant Vander Mel noted any significant discrepancies.

Based upon the procedures and checklist provided and the interviews of the affected personnel, the Buttonwillow Area's occupational safety program, special functions and office management are functioning within guidelines set forth in HPG 22.1, Area Resources Guide. Should you have any questions, please feel free to contact me at (559) 935-2093.

D. W. KNOFF, Lieutenant

Commander

#### Memorandum

Date:

January 16, 2009

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Buttonwillow Area

File No.:

426.10857

Subject:

HPG 22.1 AREA RESOURCES MANAGEMENT GUIDE, INSPECTIONS

OFFICE MANAGEMENT, OCCUPATIONAL SAFETY, AND SPECIAL

FUNCTIONS

Lieutenant Knoff and his team inspected the Buttonwillow Area, per HPG 221.1, in the areas of Office Management, Occupational Safety, and Special Functions. I have reviewed the attached reports. No further follow-up is required. Contact me at (661)764-5580, if you have any questions.

D. GREEN, Lieutenant

Maybed Grean

Commander

Attachments

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY
CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER	7
Bakersfield	Central	462	
EVALUATED BY		DATE	
D. Knoff		12/23/2008	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION    Formal Evaluation	Informal Evaluation	SUSPENSE DATE	¥ 10		
FOLLOW-UP REQUIRED  Yes No	☐ Correction Report	COMMANDER'S REVI	Ken ds	DATE / - 6	7.09
1. GOALS AND ACCOMPLIS	HMENTS	EVALUATED Yes	ACTION REQUIRED No	CORRECTE	D
a. Is the command familiar Safety Manual, Chapter	with the Occupational Safety Progra 13?	am as outlined in HPN	1 10.6, Occupational	☐Yes	□No
(1) Are goals develope	d in accordance with departmental p	olicy?		✓ Yes	□No
(2) Are environmental f	(2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals?			✓ Yes	□No
(3) Are illness and non-	(3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals?			✓ Yes	□No
(4) Are goals appropria	tely categorized?			✓ Yes	□No
(5) Are goals realistic?				✓ Yes	□No
(6) Are goals consistent	with departmental objectives?			✓ Yes	□No
(7) Is input from all leve	ls considered before goals are estab	lished?		☑ Yes	□No
b. Are goals being accompl	ished?		7	✓ Yes	□No
(1) Accurate reporting o	n CHP 113, Accident and Injury Rep	ort?		✓ Yes	□No
(2) Are accidents increa	sing?			☐Yes	☑ No
(3) Are injuries increasing	g?			✓ Yes	□No
(4) Why are they increas	sing/decreasing? Preventable accide	ents remained the san	ne in 2008 vs. 2007 but disab	oling injurie:	s increased in
2008. Due to this th	e Area Commander and supervisory	staff are reinforcing	the area occupational safety	message du	ring briefing
and training days.					
(5) Is CHP 113, Accident	(5) Is CHP 113, Accident and Injury Report, posted or readily accessible?				□No
(6) Are employees know	(6) Are employees knowledgeable about goals and achievements?			✓ Yes	□ No
(7) Are employees provid	ling suggestions toward goal attainm			✓ Yes	□No
PARTICIPATION	1 N	Yes Yes	ACTION REQUIRED No	CORRECTED	
a. Commander actively invol	ved in program?			✓ Yes	□No
(1) Commander active in	injury/illness case management?			✓Yes	□No
(2) What is the command	er's attitude regarding occupational	safety? Safety is a p	riority and should be #1 in a	ll employee:	minds. The
commander attends b	oth Division and Area occupational	safety meetings.			

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

CHP 453M (Rev. 5	5-06) OPI	009
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	(3) Occupational safety issues discussed at staff meetings and training days?	√ Yes	□ No
	(4) Are safety issues in the meeting minutes?	✓ Yes	□ No
-	(5) Commander comments regarding safety issues in performance evaluations?	✓ Yes	□ No
	(6) Does the commander ensure use of appropriate safety equipment?	✓ Yes	□ No
	b. Are managers/supervisors actively involved in the program?	✓ Yes	□ No
	(1) Are managers/supervisors involved in case management?		□ No
	(2) Do they have the appropriate attitude?	✓ Yes	□No
-	(3) Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
-	(4) Are supervisors monitoring employees' efforts?	✓ Yes	□ No
	(5) Do managers comment on safety issues in performance evaluations?	Yes	□No
	(6) Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
	(7) Do managers/supervisors ensure the use of proper safety equipment?		□No
(	c. Are employees actively involved in the Occupational Safety Program?	✓ Yes	□No
	(1) Are employees involved in their case management?	✓ Yes	□ No
-	(2) Are employees knowledgeable about safety goals?	✓ Yes	□No
	(3) Are they aware of the command's achievements?	Yes	□No
	(4) Are employees practicing safety while performing their duties?		□No
	(5) Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
	(6) Do employees work cooperatively to minimize hazards?	✓ Yes	□ No
	(7) Do employees offer suggestions to improve occupational safety?	✓ Yes	□ No
	(8) Is employee equipment properly used and maintained?	Yes	□No
3. A	ACCIDENT AND INJURY TRENDS EVALUATED ACTION REQUIRED Yes No	CORRECTED	
a.	and injuries are real collisions and injuries are real	viewed along v	with the
	quarterly 113"s.		
	(1) Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
	(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
	(3) Are personnel in the command aware of current and potential trends?	✓ Yes	□ No
b.	What corrective action has the command taken when a trend has been identified? Trends are discussed during	g briefings and	I training
	days. When a specific trend is identified, additional training methods are utilized.		

### STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

4. COMMAND OCCUPATIONAL SAFETY: COMMITTEE (COSC)  a. What is the composition of the COSC? Commander, Sergeant. Area Rep and Alternate, OSSI. Also, Occupational Safety me	
a. What is the composition of the COSC? Commander, Sergeant, Area Rep and Alternate, OSSI. Also, Occupational Safety me	eetings are
held on training days so that numerous road patrol officers may attend.	
(1) Is there representation from each collective bargaining unit?	□No
(2) Management and supervisory representation?	□No
(3) Command Safety Coordinator assigned?	□No
(4) Command Safety Coordinator active and effective?	□No
(5) Are committee assignments rotated?	□No
(6) COSC meetings held quarterly?	□No
(7) Are meetings held more frequently when goals are not being attained?	□ No
(8) Do all committee members attend the meetings?	□No
b. Are roles and responsibilities defined in accordance with IIPP?	□No
(1) Do committee members understand their roles and responsibilities?	□No
(2) Is an agenda prepared prior to the meeting?	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	□No
(4) Are these minutes utilized for Area meetings?	□No
(5) Are assignments given during Area meetings?	□No
c. Minutes prepared for the COSC meeting?	□No
(1) Recording secretary appointed?	□No
(2) Minutes posted on command's Occupational Safety Board?	□No
(3) Are minutes included in IIPP file?	□·No
(4) Minutes maintained current year, plus three?	□No
(5) Minutes forwarded through channels?	□No
d. Is the COSC effective?	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	□ No
(3) COSC disseminate current information and training regarding health and safety issues?	□No
e. Do all personnel receive current information regarding health and safety?	□ No
f. Are outside agency safety programs utilized as a resource?	☐ No
g. Does the command maintain an effective health and safety communications system?	□ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### OCCUPATIONAL SAFETY

	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?					□No
-	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?					□No
-	(3	) Do all members of the command participate in distribution o	f safety and health inforr	nation?	✓ Yes	□ No
	(4	) COSC minutes posted in a timely manner?			✓ Yes	□No
	(5) Required posters prominently displayed?				✓ Yes	□No
	(6)	COSC maintain the Command Occupational Safety Bulletin	Board?		✓ Yes	□No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?				✓ Yes	□No
5. DO	OCL	CORRECTE	0			
а.	ST file	✓ Yes	□No			
b.	DN to	//V INF 254, Government Agency Request for Driver License/kgrequest driver's license record check and filed in the employee	dentification Record Info 's field folder?	rmation, utilized	☐ Yes	□No
C.	OS	SHA 300, Log of Occupational Injury and Illnesses, utilized?		II	✓ Yes	□No
	(1) Are required injuries and illnesses logged?				✓ Yes	□No
-	(2) Entries made within six working days of notification of an employee injury or illness?				✓ Yes	□No
	(3) Is lost-time and limited-duty documentation accurate?				✓ Yes	□No
	(4) Retention according to policy?				✓ Yes	□No
	(5) Readily accessible for review by Cal-OSHA?				✓ Yes	□No
	(6) Previous calendar year log posted during February?				✓ Yes	□No
d.	d. Are CHP 113s, Accident and Injury Report, compiled accurately?				☑ Yes	□No
(	(1) Commander review and sign?				✓ Yes	☐ No
(2) CHP 113s and attachments processed in a timely manner?				✓ Yes	□No	
e. l	e. Does the command utilize the CHP 113A, Safety Inspection Checklist?				✓ Yes	□No
(1) Are semiannual safety inspections conducted?				✓ Yes	□No	
(	2)	Are safety hazards identified?			✓ Yes	□No
(;	(3) Is corrective action taken within 30 days?				✓ Yes	□No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?					□No	
f. A	f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?				✓ Yes	□No
('	(1) Measures taken to correct situation within 30 days?				✓ Yes	□No
(2	2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attache	d to IIPP?		✓ Yes	□No
g. A	\re t	the CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
(1	1)	Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
(2	2) (	Commander signature on appropriate forms?		77	✓ Yes	□No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### OCCUPATIONAL SAFETY

-							
	(3)	) Routed within time frames?				✓ Yes	☐ No
-	h. Is	CHP 208, Accident Prevention Report, thoroughly and accu	rately completed?				□No
	(1)	Supervisor comments in-depth, clear, and concise?				✓ Yes	□No
-	(2)	Commander review?				✓ Yes	□No
	(3)	Commander signs appropriate form?				✓ Yes	□No
_	(4) Properly routed within time limits?					✓ Yes	□No
i	. Аге	injuries and accidents documented on CHP 442, Individual	Accident, Injury a	nd Safety	Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, c	urrent?		Yes	□No
	(2)	Safety recognition emblem summary current?			1100	✓ Yes	□No
 j.	Are	CHP 712As, Injury and Illness Prevention Program Orientat	ion and Review, k	ept currer	nt?	✓ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Employ	yee Emergency A	ction Plan	Review?	✓ Yes	□No
	(2)	Copies maintained with IIPP file?				✓ Yes	□ No
6. 'II	VJUR'	Y AND ILLNESS PREVENTION PROGRAM	Yes	10	ACTION REQUIRED NO	CORRECTED	)
а		nmand specific IIPP on file?				✓ Yes	□No
	(1)	Is the program effective?				✓ Yes	□No
	(2) Contains all required documents?					☑ Yes	□No
	(3) Discussed with all employees?					✓ Yes	□No
	(4)	All employees understand their roles and responsibilities?		- 115-		✓ Yes	□No
	(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?				✓ Yes	□ No	
		New employees review and complete CHP 712A, Injury and and Review?	l Illness Preventic	n Progran	n Orientation	☑ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and docu	mented?		✓ Yes	□ No
	(8)	Is required documentation maintained according to policy?				✓ Yes	□No
. :00	MMU	INICATION WITH DOSH	Yes Yes	1	CTION REQUIRED	CORRECTED	
a.	Empl	loyees aware of procedures regarding DOSH inspections?			76 /1	✓ Yes	□No
b.	Comr	mand's documents readily available for review by DOSH Co	mpliance Officer?			✓ Yes	□No
. HA	ZARD	DOUS SUBSTANCE PROGRAM	Yes Yes	No.	O REQUIRED	CORRECTED	
a.	Does	command have a written Hazardous Substance Program for	or substances use	d within th	nat command?	✓ Yes	□No
	(1) A	are hazardous substances identified and properly labeled?				✓ Yes	□No
	(2) V	Varning signs posted?			1	✓ Yes	□No
	(3) N	Naterial Safety Data Sheets readily available?				✓ Yes	□ No
	(4) E	mployees receive training?				✓ Yes	□No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY

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(5) Training documented?			✓ Yes	□No
(6) Employees informed of their right to applicable medical and exposure information?			✓ Yes	□No
. HAZARDOUS EXPOSURE CONTROL PROGRAMS    EVALUATED   ACTION REQUIRED   No.				)
a. Activities identified within command that may require exposure to hazardous conditions?			✓ Yes	□No
(1) Appropriate engineering and/or administrative controls implemented?			✓ Yes	□No
(2) Protective equipment provided in accordance with bargaining unit agreements?			✓ Yes	□No
(3) Employees trained on use and maintenance of equipment?			✓ Yes	□No
(4) Training documented?			✓ Yes	□No

6		-000102				
STATE OF CALIFORNIA  DEPARTMENT OF CALIFORNIA HIGHWAY PATRO	DL.	AREA	DIVISION	NUMBER		
AREA MANAGEMENT EVA		Fresno Central		435 DATE		
OCCUPATIONAL SAFETY		EVALUATED BY		01/11/2008	<b>\</b>	
CHP 453M (Rev. 5-06) OPI 009	AND THE PARTY OF T	D. Koetsier				
INSTRUCTIONS: Indicate items form is used as a Correction Rejindividual items with "yes" or "no can be placed on the CHP 454, accomplishments or corrective a form can be completed in pen or TYPE OF EVALUATION  Formal Evaluation	port, the "Correction" box shot " answers, or fill in the blanks Area Management Evaluation actions, unresolved items, prot	uld be initialed and dat as indicated. If additi Supplement. The Su plems or progress, and	red as deficiencies are on all comments are neo pplement should included the evaluator's overal	corrected. A cessary, the in le significant	nformatior findings,	
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW	1	DATE		
	`			-1	1	
Yes No	BY D. KOET. SIER	1	dita	CORRECTED	08	
1. GOALS AND ACCOMPLISHME	NTS	Yes /	ACTION REQUIRED	No		
					*****	
a. Is the command familiar with Safety Manual, Chapter 13?	the Occupational Safety Program	n as outlined in HPM 10	.6, Occupational	☑ Yes	□No	
(1) Are goals developed in a	accordance with departmental po	licy?		☑ Yes	□ No	
(2) Are environmental factor	(2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals?					
(3) Are illness and non-serio	us/non-traumatic injuries exclude	ed from occupational sa	fety goals?	☑ Yes	□ No	
(4) Are goals appropriately c	(4) Are goals appropriately categorized?					
(5) Are goals realistic?				☑ Yes	□ No	
(6) Are goals consistent with	departmental objectives?			☑ Yes	□ No	
(7) Is input from all levels co	nsidered before goals are establ	ished?		☑ Yes	□ No	
b. Are goals being accomplished?					□ No	
(1) Accurate reporting on CHP 113, Accident and Injury Report?					☐ No	
(2) Are accidents increasing	?			Yes	☑ No	
(3) Are injuries increasing?				Yes	√ No	
(4) Why are they increasing/o	decreasing? Refer to page	e 7, section 1.				
		-				
(5) Is CHP 113, Accident and	Injury Report, posted or readily	accessible?		☑ Yes	□ No	
(6) Are employees knowledge	eable about goals and achievem	ents?		☑ Yes	☐ No	
(7) Are employees providing	suggestions toward goal attainm	nent?		☑ Yes	☐ No	
2, PARTICIPATION		evaluated Yes	ACTION REQUIRED NO	No CORRECTED	50	
a. Commander actively involved	in program?			☑ Yes	□No	
	ry/illness case management?			☑ Yes	□No	
	attitude regarding occupational	safety? Refer to j	page 7, section 2.			

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL ARFA MANAGEMENT EVALUATION

AREA N	NANAGEN	IEN I E	EVALUA	HUI
OCCUP	ATIONAL	SAFE	TY	

HP 4	53M (Rev. 5-06)-OPI 009				
	(3) Occupational safety issues discussed at staff r	meetings and training days?			No
<u></u>	(4) Are safety issues in the meeting minutes?			✓ Yes	N
	(5) Commander comments regarding safety issue	s in performance evaluations	s?		N
	(6) Does the commander ensure use of appropriate	te safety equipment?		☑ Yes	No
ь.	Are managers/supervisors actively involved in the p	program?		√ Yes	N
	(1) Are managers/supervisors involved in case ma	anagement?		√ Yes	
	(2) Do they have the appropriate attitude?			☑ Yes	□ N
	(3) Are managers monitoring supervisors' progress	s and efforts to attain goals?	- W/WW	☑ Yes	□ N
	(4) Are supervisors monitoring employees' efforts?			☑ Yes	□ N
	(5) Do managers comment on safety issues in per	formance evaluations?		☑ Yes	[] N
	(6) Do supervisors comment on safety issues in pe	erformance evaluations?		☑ Yes	□ N
	(7) Do managers/supervisors ensure the use of pr			☑ Yes	□ N
	Are employees actively involved in the Occupationa			☑ Yes	□N
	(1) Are employees involved in their case managen			☑ Yes	□ N
	(2) Are employees knowledgeable about safety go			☑ Yes	□ N
-	(3) Are they aware of the command's achievement			☑ Yes	□ N
	(4) Are employees practicing safety while performi			☑ Yes	N
	(5) Are employees reporting unsafe conditions and			☑ Yes	N
	6) Do employees work cooperatively to minimize I			√ Yes	□ N
	(7) Do employees offer suggestions to improve occ				□ N
	Is employee equipment properly used and main			√ Yes	□N
		EVALUATED	ACTION REQUIRED	CORRECTED	
	CIDENT AND INJURY TRENDS	Yes  Refer to page 8, section 3	No		
a. '	Commander's method of identifying trends?				4
(	Are accidents and injuries being monitored to ic	dentify trends?		☑ Yes	ΠN
(	<ol> <li>Is the Occupational Safety Committee reviewing Log of Occupational Injuries and Illnesses, entri</li> </ol>	g CHP 113, Accident and In ies, prior meeting minutes?	jury Report, OSHA 300,	☑ Yes	[] N
(	3) Are personnel in the command aware of curren	t and potential trends?			ΠŅΝ
h 1	What corrective action has the command taken whe	en a trend has been identifie	d? Refer to page 8, s	ection 3.b.	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION

rir (	453M (Rev. 5-06) OPI 009  (1) Are commanders, managers, and supervisors actively imp	lementing corrective	actions?	√ Yes	☐ No
	· · · · · · · · · · · · · · · · · · ·	EVALUATED	ACTION REQUIRED	CORRECTED	HISTO CONTRACTOR
C	OMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes	Yes	No	
a.	What is the composition of the COSC? Refer to page 8, s	section 4.			
					No
	(1) Is there representation from each collective bargaining un	IC?		☑ Yes	
	(2) Management and supervisory representation?			✓ Yes	
	(3) Command Safety Coordinator assigned?			✓ Yes	
	(4) Command Safety Coordinator active and effective?				N
	(5) Are committee assignments rotated?				
	(6) COSC meetings held quarterly?			✓ Yes	
	(7) Are meetings held more frequently when goals are not be	ing attained?		✓ Yes	N
	(8) Do all committee members attend the meetings?			☑ Yes ☑ Yes	N
b.	o. Are roles and responsibilities defined in accordance with IIPP?				N
	(1) Do committee members understand their roles and respon	nsibilities?		☑ Yes	
	(2) Is an agenda prepared prior to the meeting?			<u>√</u> ] Yes	N
	(3) Are departmental and Division Occupational Safety meeting	ngs minutes readily a	vailable?	☑ Yes	N
	(4) Are these minutes utilized for Area meetings?			☑ Yes	N
	(5) Are assignments given during Area meetings?			☑ Yes	
С.	Minutes prepared for the COSC meeting?			☑ Yes	
· ·	(1) Recording secretary appointed?			√ Yes	N
115	and the second of the second o	d?		☑ Yes	
	(a) I would be supplied in UDD file?				
	att the second surrent year plus three?			☑ Yes	
	the state of the sugh channels?			√ Yes	<u>□</u> N
				☑ Yes	4
d.	Is the COSC effective?	to the command?		[ <u>/</u> ] Yes	7
	(1) Are COSC recommendations clear, concise and pertinent			☑ Yes	
	(2) COSC proactive to eliminate potential causes of accidents		/issues?	✓ Yes	
	(3) COSC disseminate current information and training regard		, 1000001	 ☑ Yes	
е.	Do all personnel receive current information regarding health a	and salety?		 ☑ Yes	
	Are outside agency safety programs utilized as a resource?	- Lagrange and the second seco		✓ Yes	
220	Does the command maintain an effective health and safety co	mmunications systen	1(	[47] 100	

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA MANAGEMEN	LEVALUATION
OCCUPATIONAL SAF	FETY

CHP	2 453M (Rev. 5-06) OPI 009	- Allendar - Control - Con	panen	
	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?		[_] Yes	☑ No
	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to	o policy?	Yes	☑ No
	(3) Do all members of the command participate in distribution of safety and health inform	nation?	☑ Yes	☐ No
	(4) COSC minutes posted in a timely manner?		☑ Yes	☐ No
	(5) Required posters prominently displayed?		☑ Yes	☐ No
-	(6) COSC maintain the Command Occupational Safety Bulletin Board?			□ No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to s	specific members?	☑ Yes	☐ No
. D		ACTION REQUIRED Yes	CORRECTED No	
а	STD 204 - Authorization to Use Privately Owned Vehicles on State Business, completed	annually and	☑ Yes	□ No
b	DMV INF 254, Government Agency Request for Driver License/Identification Record Info to request driver's license record check and filed in the employee's field folder?	rmation, utilized	☑ Yes	□ No
С.	OSHA 300, Log of Occupational Injury and Illnesses, utilized?		☑ Yes	☐ No
	(1) Are required injuries and illnesses logged?		☑ Yes	□ No
	(2) Entries made within six working days of notification of an employee injury or illness?		☑ Yes	☐ No
	(3) Is lost-time and limited-duty documentation accurate?		☑ Yes	☐ No
	(4) Retention according to policy?		☑ Yes	☐ No
	(5) Readily accessible for review by Cal-OSHA?		☑ Yes	☐ No
	(6) Previous calendar year log posted during February?		☑ Yes	☐ No
d.	1 DUD 440 A side at and lawy Report, compiled accurately?		☑ Yes	□ No
	(1) Commander review and sign?		☑ Yes	☐ No
	(2) CHP 113s and attachments processed in a timely manner?		☑ Yes	☐ No
е.	5 the command utilize the CHP 113A. Safety Inspection Checklist?		☑ Yes	□ No
	(1) Are semiannual safety inspections conducted?		☑ Yes	□No
01-11	(2) Are safety hazards identified?		√ Yes	□ No
	the Live within 20 days?		☑ Yes	[] No
	Observing with JPP and retained according	to policy?	√ Yes	☐ No
	Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection		Yes	☑ No
1.	(1) Measures taken to correct situation within 30 days?		☑ Yes	☐ No
	TOUR ASSE Hereal Bened/Inspection filed or attached to IIPP?	and became any other to be a second or the second or the second of the second or the second or the second or t	☐ Yes	☑ No
			☑ Yes	□ No
g.	Are the CHP 121 series thoroughly and accurately completed?			☐ No
	(1) Supervisory comments in-depth, clear, and concise?		√ Yes	☐ No
	(2) Commander signature on appropriate forms?			

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CH	IP 463	M (Rev. 5-06) OPI 009	WITH THE STREET STREET, SOUTH STREET			
01		B) Routed within time frames?			☑ Yes	☐ No
	h, Is	CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		☑ Yes	□ No
	(1				☑ Yes	□ No
	(2				☑ Yes	□ No
	(3				☑ Yes	☐ No
	(4)		<del></del>		√ Yes	☐ No
		e injuries and accidents documented on CHP 442, Individual A	Accident, Injury and Sa	fety Recognition Record?	☑ Yes	□ No
		) Are CHP 442s, Individual Accident, Injury and Safety Reco		the second secon	☑ Yes	□ No
	(2)	O Character to the control of the co			☑ Yes	□ No
		e CHP 712As, Injury and Illness Prevention Program Orientati	on and Review, kept c	urrent?	☑ Yes	□No
	(1)	is the distribution of the 242 Employ			☑ Yes	□ No
	(2)	THE HOLD ST. D.			Yes	☑ No
6.		RY AND ILLNESS PREVENTION PROGRAM	EVALUATED Yes	ACTION REQUIRED	CORRECTED No	
<del></del>	a. Co	ommand specific IIPP on file?	J	and it is a second of the seco	☑ Yes	□ No
	(1)				☑ Yes	□ No
-	(2)				☑ Yes	□ No
	(3)			<u> </u>	☑ Yes	☐ No
	(4)	And the second s			√ Yes	□ No
	(5)	La LOUD WAS Live and Whose De	evention Program Orie	ntation and Review?	☑ Yes	☐ No
	(6)	de la constant CUE 740A Injuny one		We see that the second	☑ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and documen	ted?	☑ Yes	□ No
	(8)				☑ Yes	□ No
7. C	OMM	IUNICATION WITH DOSH	Yes Yes	ACTION REQUIRED Yes	Yes	
а	. Em	ployees aware of procedures regarding DOSH inspections?			☑ Yes	No No
b	. Cor	mmand's documents readily available for review by DOSH Co	empliance Officer?		☑ Yes	□ No
3. ⊦	IAZAF	RDOUS SUBSTANCE PROGRAM	evaluated Yes	ACTION REQUIRED Yes	No No	
a	. Doe	es command have a written Hazardous Substance Program fo	or substances used wi	thin that command?	☑ Yes	□ No
	(1)	Are hazardous substances identified and properly labeled?			☑ Yes	□ No
	(2)	Warning signs posted?		A41	☑ Yes	□No
	(3)	Material Safety Data Sheets readily available?			☐ Yes	☑ No
				The state of the s	☑ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009	A A A A A A A A A A A A A A A A A A A	and the same of th		[7] N.
(5) Training documented?			Yes	☑ No
(6) Employees informed of their right to applicable medi	cal and exposure informa	ation?	⟨Z Yes	□ No
	EVALUATED	ACTION REQUIRED	CORRECTED	
9. HAZARDOUS EXPOSURE CONTROL PROGRAMS	Yes	No	No	
a. Activities identified within command that may require exp	osure to hazardous cond	ditions?	☑ Yes	☐ No
(1) Appropriate engineering and/or administrative control			☑ Yes	□ No
(2) Protective equipment provided in accordance with ba		s?		[] No
and the state of a series			√ Yes	☐ No
			√ Yes	□ No
(4) Training documented?				

On January 11, 2008, an audit of the Fresno Area Occupational Safety Program was completed. Prior to completing CHP 453M, a review of HPM 10.6 and HPM 10.7 was completed. The Fresno Area Injury and Illness Prevention Program (IIPP), Area Standard Operating Procedure (SOP), OSHA Form 300, CHP 121 forms, and CHP 442 forms were also reviewed to confirm that all required information related to occupational safety was properly documented.

#### GOALS AND ACCOMPLISHMENTS.

- a) Goal Setting. Area is taking appropriate measures to ensure the continued reduction of work-related injuries and illnesses through ongoing training and an emphasis on safe work habits expressed during briefings, training days, supervisory ride-alongs, and performance evaluations. Corrective action has also been taken by the Area to reduce the likelihood of recurrences of preventable patrol vehicle/motorcycle collisions.
- b) Goal Accomplishments.
  - i) There was a significant decrease (17%) in work-related injuries and illnesses during 2007 when compared with the previous year. There were thirty five work-related injuries and illnesses during 2007; however, no common trends were identified.
  - There was also a significant decrease (22%) in preventable patrol vehicle collisions during 2007 when compared with the previous year. There were seven preventable patrol vehicle collisions during 2007; however, none of the collisions resulted in injury nor was there a common trend in their cause.
  - There was an even greater decrease (50%) in preventable motorcycle collisions during 2007 when compared with the previous year. There was one preventable motorcycle collision during 2007 which did not result in injury.
  - iv) CHP 113, Accident and Injury Report. The Area Office Manager prepares the report quarterly, sends the original to Division after receiving Commander approval, and files a copy at the Area. The reports are readily accessible through the Area Office Manager.

#### 2. PARTICIPATION.

Involvement. The Commander is actively involved in occupational safety. He is a member of the Command Occupational Safety Committee (COSC) and attends the meetings. He comments on occupational safety during training days, on performance appraisals, and he discusses the subject at Area Staff Meetings. A review of CHP 100, Officer's Evaluation/Activity Summary, forms revealed that occupational safety comments are made on a monthly basis and on annual performance evaluations.

ACCIDENT AND INJURY TRENDS.

- a) Trends. The Commander identifies trends through critical review of work-related injury and illness documentation, and active involvement in injury and illness case management. Accidents and injuries are being monitored to identify trends and are discussed at COSC meetings.
- Corrective Actions Taken. Although no local trends exist at this time, the Commander utilizes examples of trends from other areas as well as information provided in Division Occupational Safety Committee (DOSC) meetings to ensure these trends do not become an issue in the Area. According to COSC meeting minutes, action items are assigned to committee members to address current and potential safety concerns.

4. COMMAND OCCUPATIONAL SAFETY COMMITTEE.

a) Composition and Scheduling. The composition of the COSC is as follows:
Commander, Executive Officer (Occupational Safety Chairperson),
sergeant (Command Safety Coordinator), four officers, public safety
dispatcher, office assistant, automotive technician, and custodian. There
is adequate representation from each bargaining unit and from
management. Committee assignments are rotated as necessary. The
Command Safety Coordinator is diligent in maintaining all related
documentation, monitoring safety issues, and ensuring action items are
completed in a timely manner.

**Action Item:** Area personnel who are not assigned as members of the COSC will attend meetings on a rotational basis. Having personnel attend COSC meetings on a rotational basis will give them ownership in the program and better familiarize them with the subject of occupational safety.

b) Reporting and Dissemination of CHP 113B, Hazard Report/Inspection.

Area immediately addresses all potential hazards to ensure occupational safety. The CHP 113B has not been used to document potential hazards and therefore, the report was not disseminated according to policy.

Action Item: Area personnel will be instructed via a briefing item to report safety and health hazards verbally or on CHP 113B. Additionally, supervisors will be instructed to first take appropriate corrective measures in a timely manner when becoming aware of the hazard, complete CHP 113B, if not already completed, and forward the form to the Command Safety Coordinator.

5. <u>DOCUMENTATION.</u>

a) OSHA 300, Log of Occupational Injury and Illnesses. The Area Office Manager logs the injuries and illnesses as required, sends the original log to Division after receiving Commander approval, and files a copy at the Area. The 2007 log was found to be documented accurately. The previous years OSHA 300A form is posted on the Area bulletin board during the month of February and is readily accessible through the Area Office Manager along with OSHA 300 logs.

b) <u>CHP 113A, Safety Inspection Checklist.</u> Area maintains the inspection checklist in the Area-specific IIPP binder. The binder is maintained in the sergeant's office. Inspections were conducted on January 1, 2007 and

June 29, 2007.

**Action Item:** An inspection will be completed during the first quarter of 2008.

c) <u>CHP 113B, Hazard Report/Inspection.</u> A section of the Area-specific IIPP binder is designated for the report; however, no reports have been completed.

Action Item: Refer to page 8, section 4.b.

d) CHP 712A, IIPP Orientation and Review, and CHP 712, Employee Emergency Action Plan Review. Area does not maintain copies of CHP 712A or CHP 712 with the IIPP file; however, copies of the forms are filed in a central file and maintained by the Command Safety Coordinator. Prior to 2007, the forms were solely maintained in the individual employee personnel files. The central file was developed in order to increase efficiency and ensure personnel receive adequate training.

### 6. INJURY AND ILLNESS PREVENTION PROGRAM (IIPP).

a) IIPP review occurs annually during the fourth quarter training and is confirmed during annual performance evaluations. The IIPP binder contains all required items. The binder was updated during this inspection to reflect changes in responsibilities.

#### 7. COMMUNICATION WITH DOSH.

Area personnel have been instructed on procedures regarding Division of Occupational Safety and Health (DOSH) inspections; however, a small number of employees when interviewed were only able to give a general location of the IIPP binder, Emergency Action Plan (EAP) binder, and COSC meeting minutes. All employees interviewed were aware of proper reporting procedures for safety and health hazards.

**Action Item:** Review of DOSH inspection procedures, specifically, the location of IIPP and EAP related materials will be placed in a suspense file in order that employees may be re-briefed twice annually.

b) All IIPP related documents are readily available for review. The Command Safety Coordinator maintains CHP 712A and CHP 712. CHP 113A and CHP 113B are maintained in the IIPP binder. The Area Office Manager maintains all other related documents.

#### 8. HAZARDOUS SUBSTANCES PROGRAM.

- a) Area has identified and ensured that hazardous substances are properly labeled. In addition to the warning labels found on identified hazardous substances, warning signs have been posted in those specific areas where the substances are located to provide notification and to prevent such actions as smoking or improper discarding.
- b) Area does have a complete set of Material Safety Data Sheets; however, the information was not readily available to all of the appropriate employees.

Action Item: Material Safety Data Sheets will be maintained in a specially marked binder in triplicate and placed in 3 separate locations. One binder will be located in the automotive technicians' office, the second binder will be located in the custodians' storage closet, and the third binder will be located in the Administrative Officer's office. All employees will be advised of the data sheets location.

c) All employees have received specific training in regards to hazardous substances; however, the training received by non-uniform employees has not been documented.

Action Item: Non-uniform employees training records will be updated utilizing the Office Training System. Employees will be directed to inform their immediate supervisor of any training received in order that the supervisor can update the training system. The Area Administrative Officer will provide initial and refresher training as necessary to Area employees.

HAZARDOUS EXPOSURE CONTROL PROGRAMS.

All activities that may require exposure to hazardous conditions have been identified and appropriate measures have been taken including written safety instructions, reference to product labels, availability of protective equipment, and posted warning signs. Personnel have been trained in proper procedures and use of provided protective equipment. Training for uniformed personnel has been documented. All reported safety issues have been addressed and an immediate response was taken in all cases to make any necessary changes.

Area Occupational Safety Program is designed to promote employee safety and wellbeing. It is Area's intent to achieve all occupational safety goals. Area personnel are actively involved in various aspects of the program and are knowledgeable about occupational safety goals. Occupational safety training is provided regularly by qualified instructors. The program fulfills the requirements of the IIPP, HPM 10.6, and HPM 10.7. An exemplary attitude toward occupational safety is projected by Area.

D. KOETSIER, #17090 Sergeant Fresno Area

On January 11, 2008, an audit of the Fresno Area Occupational Safety Program was completed. During the audit, six items of concern were discovered. The items of concern were addressed and corrected.

1. GOALS AND ACCOMPLISHMENTS.

No Action Items.

2. PARTICIPATION.

No Action Items.

ACCIDENT AND INJURY TRENDS.

No Action Items.

COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC).

**Action Item:** Area personnel who are not assigned as members of the COSC will attend meetings on a rotational basis. Having personnel attend COSC meetings on a rotational basis will give them ownership in the program and better familiarize them with the subject of occupational safety.

**Response:** Area personnel have been encouraged during briefings and training days to attend meetings. Non-committee members have attended recent meetings and have taken an active role in the program. Attendance has been influenced by scheduling and availability of the non-committee members.

**Action Item:** Area personnel will be instructed via a briefing item to report safety and health hazards verbally or on CHP 113B. Additionally, supervisors will be instructed to first take appropriate corrective measures in a timely manner when becoming aware of the hazard, complete CHP 113B, if not already completed, and forward the form to the Command Safety Coordinator.

**Response:** The briefing item was prepared and briefed in January of 2008. All supervisors were reminded of the proper reporting procedures via email and during a staff meeting in March of 2008.

#### 5. DOCUMENTATION.

Action Item: An inspection of the Area facility will be completed during the first quarter of 2008.

**Response**: An inspection was completed on March 24, 2008, following the quarterly COSC meeting.

### INJURY AND ILLNESS PREVENTION PROGRAM (IIPP).

No Action Items.

#### 7. COMMUNICATION WITH DOSH.

**Action Item:** Review of Division of Occupational Safety and Health (DOSH) inspection procedures, specifically, the location of IIPP and Emergency Action Plan (EAP) related materials will be placed in a suspense file in order that employees may be re-briefed twice annually.

**Response:** A briefing item was prepared and briefed in January of 2008. The briefing item was placed in the Area suspense file for re-briefing in June of 2008.

### 8. HAZARDOUS SUBSTANCES PROGRAM.

Action Item: Material Safety Data Sheets will be maintained in a specially marked binder in triplicate and placed in 3 separate locations. One binder will be located in the automotive technicians' office, the second binder will be located in the custodians' storage closet, and the third binder will be located in the Administrative Officer's office. All employees will be advised of the data sheets location.

**Response:** The specially marked binders were prepared in triplicate and placed in the automotive technicians' office, the custodians' storage closet, and the Administrative Officer's office. A briefing item advising of the binders' locations was prepared and briefed in April of 2008.

**Action Item:** Non-uniform employees training records will be updated utilizing the Office Training System. Employees will be directed to inform their immediate supervisor of any training received in order that the supervisor can update the training system. The Area Administrative Officer will provide initial and refresher training as necessary to Area employees.

**Response:** The Office Training System is being utilized to update non-uniform employees' training records. Non-uniform employees have been briefed of the new system, and the need to advise their supervisor of received training. All necessary training of non-uniform employees has been provided.

#### 9. HAZARDOUS EXPOSURE CONTROL PROGRAMS.

No Action Items.

#### 10. RECOMMENDATIONS.

Attach this correction report to the CHP 453M, Area Management Evaluation, Occupational Safety report dated January 11, 2008.

D. KOETSIER, #17090

Sergeant Fresno Area

Attachments

#### Memorandum

Date:

December 1, 2008

To:

Ft. Tejon Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Coalinga Area

File No.:

495,13682

Subject:

HPG 22.1, AREA RESOURCES MANAGEMENT GUIDE, INSPECTIONS

On October 30, 2008, a team comprised of Sergeant Larkin Vander Mel, Office Services Supervisor Lorie Berger and Lieutenant Dave Knoff completed three Area Management Evaluations on the Ft. Tejon Area per HPG 22.1, Area Resources Management Guide. The three Area Management Evaluations were Office Management, Occupational Safety and Special Functions. Utilizing the procedures and checklists provided in HPG 22.1 as well as through interviews conducted of the affected personnel, the following is a summation of the results of each evaluation.

Lieutenant Knoff conducted the Occupational Safety (chapter 12) evaluation. During his evaluation, he noted on July 16, 2008, Sergeant C. Whitty, of the Ft. Tejon Area, conducted an informal Occupational Safety (chapter 12) evaluation. The results of which were forwarded to the Central Division Occupational Safety Coordinator. During the formal evaluation, Lieutenant Knoff discussed the informal evaluation with Sgt. Whitty. During the discussion, Sgt. Whitty explained during his informal evaluation he found no items for follow-up. After inspecting the Area's occupational safety information and IIPP, Lieutenant Knoff reached the same conclusion.

Furthermore, during the Office Management (chapter 5) evaluation and the Special Functions (chapter 15) evaluation, neither Office Services Supervisor Berger nor Sergeant Vander Mel noted any significant discrepancies.

Based upon the procedures and checklist provided and the interviews of the affected personnel, the Ft. Tejon Area's occupational safety program, special functions and office management are functioning within guidelines set forth in HPG 22.1, Area Resources Guide.

D. W. KNOFF, Lieutenant

Commander

cc: Assistant Chief R. Clements

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
F. Tejon	Central	430
EVALUATED BY		DATE
D. Knoff		10/30/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings. accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired

TYPE OF EVALUATION		- Participation and Capping				
Formal Evaluation	ation 🔲 Info	rmal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED  Yes No		Correction Report	COMMANDER'S REVIEW	Jan LT		4-08
1. GOALS AND	CCOMPLISHM	ENTS	Yes	NO REQUIRED	CORRECTE	D
		the Occupational Safety Program	as outlined in HPM 1	0.6, Occupational		
	ual, Chapter 13?	NA			Yes	□ No
(1) Are go	als developed in	accordance with departmental police	cy?		✓ Yes	□ No
(2) Are env	ironmental facto	rs, exposure factors, and past expe	erience/trends conside	ered when setting goals?	✓ Yes	□ No
(3) Are illne	ess and non-serio	ous/non-traumatic injuries excluded	from occupational sa	ifety goals?	✓ Yes	□ No
(4) Are goa	Is appropriately	categorized?			✓ Yes	□No
(5) Are goa	ls realistic?				✓ Yes	□No
(6) Are goa	ls consistent with	departmental objectives?				□No
(7) Is input	from all levels co	nsidered before goals are establis	ned?			□No
b. Are goals be	ing accomplishe	d?			✓ Yes	□No
(1) Accurate	reporting on Ch	IP 113, Accident and Injury Report	?		✓ Yes	☐ No
(2) Are acci	dents increasing	?			☐ Yes	✓ No
(3) Are injur	es increasing?				☐ Yes	☑ No
(4) Why are	they increasing/	decreasing? The numbers are rou	ghly the same as prev	ious years with no notice	able increase	e or decrease
(5) Is CHP 1	13, Accident and	I Injury Report, posted or readily a	ccessible?		✓ Yes	□No
(6) Are empl	oyees knowledge	eable about goals and achievemen	its?		✓ Yes	□No
(7) Are empl	oyees providing	suggestions toward goal attainmer	rt?		☐Yes	□No
PARTICIPATION			Yes	NO REQUIRED	CORRECTED	
a. Commander a	ctively involved	in program?		1731	✓ Yes	□ No
(1) Command	ler active in injur	y/illness case management?		100000	✓ Yes	□No
(2) What is th	e commander's	attitude regarding occupational sa	ety? The Command	er is very safety consciou	s. He attend	ds all
meetings	both division ar	nd area and ensures occupational s	afety is utmost in eve	aryone's mind		

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

	(3	Occupational safety issues discussed at staff meetings and training days?	Yes	□No
9	(4	Are safety issues in the meeting minutes?		□No
	(5	c) Commander comments regarding safety issues in performance evaluations?		□No
	(6	Does the commander ensure use of appropriate safety equipment?		□No
	b. Ar	re managers/supervisors actively involved in the program?	✓ Yes	□No
	(1)	) Are managers/supervisors involved in case management?		□No
	(2)	) Do they have the appropriate attitude?	✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	✓ Yes	□No
	(5)	Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
	(7)	Do managers/supervisors ensure the use of proper safety equipment?		□No
-	c. Are	e employees actively involved in the Occupational Safety Program?		□No
	(1)	Are employees involved in their case management?	✓ Yes	□No
****	(2)	Are employees knowledgeable about safety goals?		□No
	(3)	Are they aware of the command's achievements?	✓ Yes	□No
	(4)	Are employees practicing safety while performing their duties?	✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practices?	✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?		□No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?	✓ Yes	□No
3. /	CCID	ENT AND INJURY TRENDS EVALUATED YES NO	CORRECTED	
a	. Con	nmander's method of identifying trends? The Commander personally reviews all cases, attends all me	etings and then ho	olds a
	disc	cussion with all involved parties.		
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	(1)	Are accidents and injuries being monitored to identify trends?		□No
		Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
	(3)	Are personnel in the command aware of current and potential trends?		□No
b.	Wha	at corrective action has the command taken when a trend has been identified? The issues are discussed	d among the com	mand staff
	and	decisions and actions are disseminated to the field troops.		

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively imple	ementing corrective	ve actions?	✓ Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes Yes	ACTION REQUIRED No	CORRECTED	)
a. What is the composition of the COSC? Area Commander, serge	eant, ASM, Road	·	nd maintenanc	e worker.
		S		
				<del>&gt;&gt;                                     </del>
(1) Is there representation from each collective bargaining unit?	?	<del></del>	✓ Yes	□ No
(2) Management and supervisory representation?			✓ Yes	□No
(3) Command Safety Coordinator assigned?			✓ Yes	□No
(4) Command Safety Coordinator active and effective?			✓ Yes	□No
(5) Are committee assignments rotated?			✓ Yes	□No
(6) COSC meetings held quarterly?	344113, 2		✓ Yes	□No
(7) Are meetings held more frequently when goals are not being	g attained?		☐ Yes	☑ No
(8) Do all committee members attend the meetings?			✓ Yes	□ No
b. Are roles and responsibilities defined in accordance with IIPP?			✓ Yes	□No
(1) Do committee members understand their roles and responsi	ibilities?		✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
(3) Are departmental and Division Occupational Safety meetings	s minutes readily	available?	✓ Yes	□ No
(4) Are these minutes utilized for Area meetings?	25010001		✓ Yes	□No
(5) Are assignments given during Area meetings?			✓ Yes	□No
c. Minutes prepared for the COSC meeting?			✓ Yes	□ No
(1) Recording secretary appointed?			✓ Yes	□ No
(2) Minutes posted on command's Occupational Safety Board?			✓ Yes	□No
(3) Are minutes included in IIPP file?			✓ Yes	□ No
(4) Minutes maintained current year, plus three? Current	ICAP PAST Y	GARS IN SEPARATE		□No
(5) Minutes forwarded through channels?		Bisoles	✓ Yes	□ No
d. Is the COSC effective?			✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to	the command?		✓ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents ar	nd injuries?		✓ Yes	□No
(3) COSC disseminate current information and training regarding	health and safe	ty issues?	✓ Yes	□ No
e. Do all personnel receive current information regarding health and	safety?		✓ Yes	□No
f. Are outside agency safety programs utilized as a resource?	· 10		Yes	☑ No
g. Does the command maintain an effective health and safety comm	nunications system	m?	✓ Yes	□No

#### STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **OCCUPATIONAL SAFETY**

(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?  (3) Do all members of the command participate in distribution of safety and health information?  (4) COSC minutes posted in a timely manner?  (5) Required posters prominently displayed?  (6) COSC maintain the Command Occupational Safety Bulletin Board?  (7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?  5. DOCUMENTATION  a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes	No
(3) Do all members of the command participate in distribution of safety and health information?  (4) COSC minutes posted in a timely manner?  (5) Required posters prominently displayed?  (6) COSC maintain the Command Occupational Safety Bulletin Board?  (7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?  5. DOCUMENTATION  a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes Yes Yes Yes Yes Yes ORRECTED Yes Yes Yes Yes Yes Yes Yes Yes	No
(4) COSC minutes posted in a timely manner?  (5) Required posters prominently displayed?  (6) COSC maintain the Command Occupational Safety Bulletin Board?  (7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?  5. DOCUMENTATION  a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filled in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filled in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes Yes Yes Yes ORRECTED Yes Yes Yes Yes Yes Yes Yes Yes	No
(5) Required posters prominently displayed?  (6) COSC maintain the Command Occupational Safety Bulletin Board?  (7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?  5. DOCUMENTATION  a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes Yes Yes ORRECTED Yes Yes Yes Yes Yes Yes Yes Yes	No
(6) COSC maintain the Command Occupational Safety Bulletin Board?  (7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?  5. DOCUMENTATION  a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes ORRECTED Yes Yes Yes Yes Yes Yes Yes Yes	No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?  5. DOCUMENTATION  a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes ORRECTED Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No
5. DOCUMENTATION  a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes Yes Yes Yes Yes Yes Yes	□ No □ No □ No □ No
a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?  b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes Yes Yes Yes Yes Yes	□ No □ No □ No □ No
b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes Yes Yes Yes	□ No □ No
to request driver's license record check and filed in the employee's field folder?  c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?  (1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Yes Yes Yes	□ No
(1) Are required injuries and illnesses logged?  (2) Entries made within six working days of notification of an employee injury or illness?	Z Yes	□No
(2) Entries made within six working days of notification of an employee injury or illness?	☑ Yes	
		□No
(3) Is lost-time and limited-duty documentation accurate?	7 Voc	
	∠ Yes	□No
(4) Retention according to policy?	∑ Yes	□No
(5) Readily accessible for review by Cal-OSHA?	7] Yes	□No
(6) Previous calendar year log posted during February?	2 Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?	☑ Yes	□ No
(1) Commander review and sign?	7] Yes	□No
(2) CHP 113s and attachments processed in a timely manner?	7 Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	7 Yes	□No
(1) Are semiannual safety inspections conducted?	7 Yes	□No
(2) Are safety hazards identified?	? Yes	□No
(3) Is corrective action taken within 30 days? Except for Budger Trens	Yes	□No
	Yes	□No
f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	] Yes	□No
(1) Measures taken to correct situation within 30 days? Expert Budger Trens	] Yes	□No
	] Yes	□No
g. Are the CHP 121 series thoroughly and accurately completed?	] Yes	□No
(1) Supervisory comments in-depth, clear, and concise?	] Yes	□No
(2) Commander signature on appropriate forms?	] Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

_		_					
	(	(3)	Routed within time frames?			✓ Yes	□No
	h. I	ls C	CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		✓ Yes	□No
	(	1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
	(2	2)	Commander review?			✓ Yes	□No
	(:	3)	Commander signs appropriate form?			✓ Yes	□No
	(4	4)	Properly routed within time limits?			✓ Yes	□No
	i. Aı	re i	injuries and accidents documented on CHP 442, Individual A	Accident, Injury and	Safety Recognition Record?	✓ Yes	□No
	(1	1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, curr	rent?	✓ Yes	□No
	(2	2)	Safety recognition emblem summary current?			✓ Yes	□No
	. Ar	re (	CHP 712As, Injury and Illness Prevention Program Orientati	on and Review, kep	ot current?	✓ Yes	□No
	(1	1)	Is specific safety training documented on CHP 712, Employ	ee Emergency Acti	on Plan Review?	✓ Yes	□No
	(2	2)	Copies maintained with IIPP file?		<del></del>	√ Yes	□No
6.	NJUI	RY	AND ILLNESS PREVENTION PROGRAM	Yes	ACTION REQUIRED No	CORRECTED	
	i. C	om	mand specific IIPP on file?			✓ Yes	□No
	(1)	) 1	Is the program effective?	<del></del>		✓ Yes	□No
	(2)	) (	Contains all required documents?		A CONTRACT OF THE CONTRACT OF	✓ Yes	□No
	(3)	) [	Discussed with all employees?			✓ Yes	□No
	(4)	) <i>F</i>	All employees understand their roles and responsibilities?			✓ Yes	□No
_	(5)	) E	Each employee completed CHP 712A, Injury and Illness Pre	evention Program C	rientation and Review?	✓ Yes	□No
	(6)		New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention	Program Orientation	✓ Yes	□No
	(7)	Α	Are unsafe hazards or conditions identified, investigated, co	rrected, and docum	ented?	✓ Yes	□No
	(8)	ls	s required documentation maintained according to policy?		1000 ATS 00	Yes	□No
7. C	OMN	<b>I</b> UI	NICATION WITH DOSH	Yes Yes	ACTION REQUIRED No	CORRECTED	
a.	Em	nplo	byees aware of procedures regarding DOSH inspections?			☑ Yes	□No
b.	Coi	mn	nand's documents readily available for review by DOSH Co			✓Yes	□No
в. н.	AZĂF	RD	OUS SUBSTANCE PROGRAM	Yes	ACTION REQUIRED	CORRECTED	
a.	Doe	es	command have a written Hazardous Substance Program fo		within that command?	✓ Yes	□No
	(1)	Ar	re hazardous substances identified and properly labeled?			✓ Yes	□No
	(2)	W	/arning signs posted?	C. The second	•	✓ Yes	□ No
		_	······································				
	(3)	M	aterial Safety Data Sheets readily available?			✓ Yes	□ No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

	(5)	Training documented?			✓ Yes	□No
	(6)	Employees informed of their right to applicable medical and	l exposure informa	ition?	✓ Yes	□No
9.	HAZAI	RDOUS EXPOSURE CONTROL PROGRAMS	Yes Yes	ACTION REQUIRED NO	CORRECTED	
	a. Act	livities identified within command that may require exposure	to hazardous cond	itions?	✓ Yes	□No
	(1)	Appropriate engineering and/or administrative controls impl	emented?		✓ Yes	□ No
	(2)	Protective equipment provided in accordance with bargaining	ng unit agreements	\$?	✓ Yes	□No
	(3)	Employees trained on use and maintenance of equipment?	7.0		✓ Yes	□No
	(4)	Training documented?			✓ Yes	□No

TATE OF CALIFORNIA AREA DIVISION DEPARTMENT OF CALIFORNIA HIGHWAY PATROL Fort Tejon Area Central

AREA MANAGEMENT EVALUATION
OCCUPATIONAL SAFETY
CAN ARE COMPANY TO AN AREA COMPANY AND AREA COMPANY

CHP 453M (Rev. 5-06) OPI 009

NUMBER 430 EVALUATED BY DATE C. Whitty 07/16/2008

RUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer ndividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. YPE OF EVALUATION SUSPENSE DATE Formal Evaluation ☑ Informal Evaluation OLLOW-UP REQUIRED COMMANDER'S REVIEW Correction Report 7-21-08 Yes V No ACTION REQUIRED 1. GOALS AND ACCOMPLISHMENTS CHW 7/16 a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Occupational √ Yes □ No Safety Manual, Chapter 13?) 7 V Yes □ No (1) Are goals developed in accordance with departmental policy? ∏ No √ Yes (2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals? V Yes □ No (3) Are illness and non-serious/non-traumatic injuries excluded from occupational safety goals? √ Yes □ No (4) Are goals appropriately categorized? √ Yes □ No (5) Are goals realistic? V Yes (6) Are goals consistent with departmental objectives? (7) Is input from all levels considered before goals are established? V Yes □ No V Yes □ No b. Are goals being accomplished? V Yes □ No (1) Accurate reporting on CHP 113, Accident and Injury Report? Yes V No (2) Are accidents increasing? V No Yes (3) Are injuries increasing? (4) Why are they increasing/decreasing? All numbers are remaining relatively flat. 5 year average for Accidents 3.6, preventable accidents 1.4, preventable traumatic disabling injuries .4. V Yes No (5) Is CHP 113, Accident and Injury Report, posted or readily accessible? Yes □ No (6) Are employees knowledgeable about goals and achievements? √ Yes □ No (7) Are employees providing suggestions toward goal attainment? CORRECTED EVALUATED **ACTION REQUIRED** 2. PARTICIPATION √ Yes No [ a. Commander actively involved in program? V Yes □ No (1) Commander active in injury/illness case management? (2) What is the commander's attitude regarding occupational safety? The commander is very involved in the program attending

both division and area meetings.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **OCCUPATIONAL SAFETY**

and	disseminated to the employees at briefings or training days.		
Wh	t corrective action has the command taken when a trend has been identified?  Any issues are dis-	cussed with the	commander
(3)	Are personnel in the command aware of current and potential trends?	☑ Yes	☐ No
(2)	Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	☑ Yes	☐ No
(1)	Are accidents and injuries being monitored to identify trends?	√ Yes	□ No
emj	loyces.		
a. Coi	nmander's method of identifying trends? Commander reviews all cases, attends all meetings an	d talks to all inv	olved
. ACCID	ENT AND INJURY TRENDS  EVALUATED  ACTION REQUIRED	CORRECTED	
(8)	Is employee equipment properly used and maintained?	✓ Yes	☐ No
(7)	Do employees offer suggestions to improve occupational safety?	☑ Yes	□No
(6)	Do employees work cooperatively to minimize hazards?	√ Yes	☐ No
(5)	Are employees reporting unsafe conditions and/or work practices?	√ Yes	☐ No
(4)	Are employees practicing safety while performing their duties?	✓ Yes	☐ No
(3)	Are they aware of the command's achievements?	☑ Yes	☐ No
(2)	Are employees knowledgeable about safety goals?	☑ Yes	☐ No
(1)	Are employees involved in their case management?	✓ Yes	☐ No
c. Are	employees actively involved in the Occupational Safety Program?	√ Yes	□ No
(7)	Do managers/supervisors ensure the use of proper safety equipment?	√ Yes	☐ No
(6)	Do supervisors comment on safety issues in performance evaluations?	√ Yes	□No
(5)	Do managers comment on safety issues in performance evaluations?	√ Yes	☐ No
(4)	Are supervisors monitoring employees' efforts?	√ Yes	□No
(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	√ Yes	□No
(2)	Do they have the appropriate attitude?	✓ Yes	☐ No
	Are managers/supervisors involved in case management?	✓ Yes	☐ No
	managers/supervisors actively involved in the program?	✓ Yes	N₀
(6)	Does the commander ensure use of appropriate safety equipment?	☑ Yes	
(4) (5)	Are safety issues in the meeting minutes?  Commander comments regarding safety issues in performance evaluations?	✓ Yes	□ No
	Occupational safety issues discussed at staff meetings and training days?	✓ Yes	N₀
(3)	Occupational perfets increased at staff markings and training days?	√ Yes	☐ No

TATE OF CALIFORNIA
IEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION DCCUPATIONAL SAFETY

HP 453M	(FRAV	5-061	OPLONG	
7 400 N	CXEV.	2-00)	OP1 009	

_	(1)	Are commanders, managers, and supervisors actively imp	elementing correcti	ve actions?	Yes	☐ No
ı. c	OMN	AND OCCUPATIONAL SAFETY COMMITTEE (COSC)	EVALUATED	ACTION REQUIRED	CORRECTED	
a	. Wh	at is the composition of the COSC? Commander, serge	eant, OSS1, specia	al duty officer, auto tech, ma	aintenance work	er and field
	off	cer.				
	(1)	Is there representation from each collective bargaining uni	it?		∀es	☐ No
	(2)	Management and supervisory representation?			✓ Yes	□No
	(3)	Command Safety Coordinator assigned?			☑ Yes	□ No
	(4)	Command Safety Coordinator active and effective?			☑ Yes	□No
	(5)	Are committee assignments rotated?			☑ Yes	□No
	(6)	COSC meetings held quarterly?			☑ Yes	☐ No
	(7)	Are meetings held more frequently when goals are not being	ng attained?		Yes	□No
	(8)	Do all committee members attend the meetings?	2		☑ Yes	□No
þ.	Are	roles and responsibilities defined in accordance with IIPP?			☑ Yes	□No
	(1)	Do committee members understand their roles and respon	sibilities?		✓ Yes	☐ No
	(2)	Is an agenda prepared prior to the meeting?			☑ Yes	☐ No
	(3)	Are departmental and Division Occupational Safety meeting	gs minutes readily	vavailable?	✓ Yes	□ No
	(4)	Are these minutes utilized for Area meetings?			☑ Yes	☐ No
	(5)	Are assignments given during Area meetings?			∀es	☐ No
c.	Min	utes prepared for the COSC meeting?			☑ Yes	□No
	(1)	Recording secretary appointed?				□No
	(2)	Minutes posted on command's Occupational Safety Board?	?		☑ Yes	☐ No
	(3)	Are minutes included in IIPP file?			√ Yes	□ No
	(4)	Minutes maintained current year, plus three?			☑ Yes	□ No
	(5)	Minutes forwarded through channels?			√ Yes	□ No
d.	ls th	e COSC effective?			☑ Yes	□ No
	(1)	Are COSC recommendations clear, concise and pertinent to	o the command?		☑ Yes	□ No
	(2)	COSC proactive to eliminate potential causes of accidents	and injuries?		☑ Yes	☐ No
	(3)	COSC disseminate current information and training regarding	ng health and safe	ety issues?	✓ Yes	☐ No
A	Doa	all personnel receive current information regarding health an	nd safety?		☑ Yes	□No
۱.	Are	outside agency safety programs utilized as a resource?			Yes	☑ No
g.	Doe	s the command maintain an effective health and safety com	munications syste	m?	✓ Yes	☐ No

TATE OF CALIFORNIA EPARTMENT OF CALIFORNIA HIGHWAY PATROL

OCCUPA	ANAGEMENT EVALUATION ATTONAL SAFETY
HP 453M (	Rev. 5-06) OPI 009
(1)	Potential hazards reported on CHP
4-1	4111 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

71	16 400W	(Nev. 5-00) OF 1009		
22	(1)	Potential hazards reported on CHP 113B, Hazard Report/Inspection?	☑ Yes	☐ No
-	(2)	Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	√ Yes	□ No
	(3)	Do all members of the command participate in distribution of safety and health information?	√ Yes	☐ No
	(4)	COSC minutes posted in a timely manner?	✓ Yes	☐ No
	(5)	Required posters prominently displayed?	☑ Yes	☐ No
	(6)	COSC maintain the Command Occupational Safety Bulletin Board?	✓ Yes	☐ No
-	(7)	Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	√ Yes	☐ No
5.	DOCL	IMENTATION  EVALUATED 7/16  ACTION REQUIRED	CORRECTED	
		D 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and din the employee's field folder?	☑ Yes	□ No
		IV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized request driver's license record check and filed in the employee's field folder?	Yes	Ø No
	c. OS	SHA 300, Log of Occupational Injury and Illnesses, utilized?	✓ Yes	☐ No
	(1)	Are required injuries and illnesses logged?	✓ Yes	□ No
	(2)	Entries made within six working days of notification of an employee injury or illness?	√ Yes	□ No
	(3)	Is lost-time and limited-duty documentation accurate?	☑ Yes	☐ No
7	(4)	Retention according to policy?	√ Yes	☐ No
	(5)	Readily accessible for review by Cal-OSHA?	☑ Yes	□ No
	(6)	Previous calendar year log posted during February?	☑ Yes	□ No
	d. Are	CHP 113s, Accident and Injury Report, compiled accurately?	☑ Yes	□ No
	(1)	Commander review and sign?	☑ Yes	☐ No
	(2)	CHP 113s and attachments processed in a timely manner?	✓ Yes	☐ No
-	e. Do	es the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	□No
	(1)	Are semiannual safety inspections conducted?	☑ Yes	□ No
	(2)	Are safety hazards identified?	√ Yes	☐ No
	(3)	Is corrective action taken within 30 days? (NOT AUXIT ITEMS)	√ Yes	□No
	(4)	CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	☑ Yes	☐ No
f	. Are	unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	☑ Yes	□ No
	(1)	Measures taken to correct situation within 30 days? (Non BUDGET ITEMS)	√ Yes	□ No
	(2)		√ Yes	□ No
-	Are	the CHP 121 series thoroughly and accurately completed?	☑ Yes	□No
	(1)	Supervisory comments in-depth, clear, and concise?	☑ Yes	□ No
	(2)	Commander signature on appropriate forms?	☑ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(:	3)	Routed within time frames?			√ Yes	☐ No
SOUR	h. I	s C	CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		☑ Yes	☐ No
	(	1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	☐ No
	(2	2)	Commander review?			☑ Yes	☐ No
	(3) Commander signs appropriate form?					✓ Yes	☐ No
	(4) Properly routed within time limits?				√ Yes	☐ No	
	i. Ar	re i	injuries and accidents documented on CHP 442, Individual A	Accident, Injury and S	Safety Recognition Record?	☑ Yes	☐ No
	(1	1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, curre	nt?	√ Yes	☐ No
	(2	2)	Safety recognition emblem summary current?	101 1010		✓ Yes	☐ No
	. Ar	re (	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, kept	current?	☑ Yes	☐ No
	(1	1)	Is specific safety training documented on CHP 712, Employ	ee Emergency Actio	n Plan Review?	☑ Yes	☐ No
	(2	2)	Copies maintained with IIPP file?			✓ Yes	☐ No
6.	NJU	RY	AND ILLNESS PREVENTION PROGRAM	CHW 7/16	ACTION REQUIRED	CORRECTED	
	a. C	om	nmand specific IIPP on file?			☑ Yes	☐ No
2	(1	(1) Is the program effective?				☑ Yes	☐ No
	(2	(2) Contains all required documents?				☑ Yes	☐ No
	(3	3)	Discussed with all employees?			☑ Yes	☐ No
	(4	)	All employees understand their roles and responsibilities?			☑ Yes	☐ No
	(5	5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program Ori	ientation and Review?	☑ Yes	□No
	(6	New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?					☐ No
	(7	")	Are unsafe hazards or conditions identified, investigated, co	rrected, and docume	nted?	☑ Yes	☐ No
	(8)	)	Is required documentation maintained according to policy?	H 40		√ Yes	☐ No
( <sub>10</sub> (	OMI	MU	INICATION WITH DOSH	CAGEN 7/16	ACTION REQUIRED	CORRECTED	
a	. Er	mpi	loyees aware of procedures regarding DOSH inspections?			☑ Yes	☐ No
b	. Co	om	mand's documents readily available for review by DOSH Co			☑ Yes	☐ No
i. F	AZA	RE	DOUS SUBSTANCE PROGRAM	CALW 7/16	ACTION REQUIRED	CORRECTED	
a	a. Does command have a written Hazardous Substance Program for substances used within that command?					☑ Yes	☐ No
	(1)	) <i>F</i>	Are hazardous substances identified and properly labeled?			☑ Yes	☐ No
	(2)	) \	Warning signs posted?			☑ Yes	□ No
	(3)	) 1	Material Safety Data Sheets readily available?			☑ Yes	□No
	(4)	) E	Employees receive training?			☑ Yes	☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

_						
	(5)	Training documented?			✓ Yes	☐ No
	(6)	Employees informed of their right to applicable medi	imployees informed of their right to applicable medical and exposure information?			
€.	HAZA	RDOUS EXPOSURE CONTROL PROGRAMS	Defeu 7/16	ACTION REQUIRED	CORRECTED	
	a. Ac	tivities identified within command that may require exp	8.0k	ons?	√ Yes	□No
	(1)	Appropriate engineering and/or administrative control	ols implemented?		☑ Yes	□ No
	(2)	Protective equipment provided in accordance with ba	argaining unit agreements?		✓ Yes	☐ No
	(3)	Employees trained on use and maintenance of equip	oment?		✓ Yes	☐ No
	(4)	Training documented?			√ Yes	☐ No

STATE OF CALIFCANIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

	AREA	DIVISION	NUMBER
	Hanford Area	Central Division	
	EVALUATED BY		DATE / DOL
Sergeant Frank Smith, ID 10376		ID 10376	8/25/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be completed in pen or pencil, and the Supplement c	can be handwritten if desired.		
TYPF VALUATION	SUSPENSE DATE		
rormal Evaluation			
Correction Report  Yes No BY	COMMANDER'S REVIEW  The Trible of the Command of th	DATE /2	9/08
1. GOALS AND ACCOMPLISHMENTS	EVALUATED ACTION REQUIRED	CORRECTED	100
	NONE WONE		
a. Is the command familiar with the Occupational Safety Progran Safety Manual, Chapter 13?	n as outlined in HPM 10.6, Occupational	Yes	□ No
(1) Are goals developed in accordance with departmental pol	licy?	Yes	□No
(2) Are environmental factors, exposure factors, and past exp	perience/trends considered when setting goals?	Yes	□ No
(3) Are illness and non-serious/non-traumatic injuries exclude	ed from occupational safety goals?	Yes	□ N
(4) Are goals appropriately categorized?		Yes	□N
(5) Are goals realistic?		Yes	□ No
(6) Are goals consistent with departmental objectives?		Yes	□ N
(7) Is input from all levels considered before goals are established		Yes	N
b. Are goals being accomplished? LAST PREVE	WITHBLE PATROL CAR.	Yes	TN
(1) Accurate reporting on CHP 113, Accident and Injury Repo	A?	Ves	Пи
(2) Are accidents increasing? Same Amond:	EART YEAR (S.	Yes	UN
(3) Are injuries increasing?		Yes	LN
(4) Why are they increasing/decreasing? MAJAGE	NENT BUREZVISION A.	RE ANT.	VEL
INVOLVED IN THE GROLLAM (	BY BEING PROPERTIE	Docum	ENE
W. SAFETT ON CHE 118'S DISSERVINE	THE POETING UNLATE GRAD	eriets.	ETC.
(5) Is CHP 113, Accident and Injury Report, posted or readily a	, 4	Yes	□ N
(6) Are employees knowledgeable about goals and achievement	ents?	Yes	□ No
(7) Are employees providing suggestions toward goal attainme		Yes	
PARTICIPATION	EVALUATED ACTION REQUIRED	CORRECTED	
a. Commander actively involved in program?		[Ves	N
(1) Commander active in injury/illness case management?		Yes	
(2) What is the commander's attitude regarding occupational sa	afety? THE COMMANDEL.	TAKES	AN
TIVE ROLE IN THE AREA DEA.	(30 TO DEPALAM HA OF	9-12.0	23:=
DUARTERIN METER DANS EIN	DUDDATE ALL DESCALA	151 -	120
453M (Rev. 5-06) Page 1 Place Chill Dear More	Wistations THE TES	,	c453m5

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009	/	
(3) Occupational safety issues discussed at staff meetings and training days?	☑ y⁄es	☐ No
(4) Are safety issues in the meeting minutes?	✓ Yes	☐ No
(5) Commander comments regarding safety issues in performance evaluations? WHEN NEEDED	Ves	□ No
(6) Does the commander ensure use of appropriate safety equipment?	Yes	□ No
b. Are managers/supervisors actively involved in the program?	Yes	□ No
(1) Are managers/supervisors involved in case management?	Ves	□ No
(2) Do they have the appropriate attitude?	Yes	☐ No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	Ves	□ No
(4) Are supervisors monitoring employees' efforts?	Ves	□ No
(5) Do managers comment on safety issues in performance evaluations?	Ves	□No
(6) Do supervisors comment on safety issues in performance evaluations?	1 Yes	☐ No
(7) Do managers/supervisors ensure the use of proper safety equipment?	Ves	□ No
c. Are employees actively involved in the Occupational Safety Program?	₩ Yes	□No
(1) Are employees involved in their case management?	Yes	□ No
(2) Are employees knowledgeable about safety goals?	₩ Yes	□No
(3) Are they aware of the command's achievements?	Yes	□ No
(4) Are employees practicing safety while performing their duties?	Yes	□ No
(5) Are employees reporting unsafe conditions and/or work practices?	Ves	☐ No
(6) Do employees work cooperatively to minimize hazards?	Yes	☐ No
(7) Do employees offer suggestions to improve occupational safety?	₩ Yes	□No
(8) Is employee equipment properly used and maintained?	Yes	□ No
ACCIDENT AND INJURY TRENDS  EVALUATED  ACTION REQUIRED  NONE	CORRECTED	
a. Commander's method of identifying trends? Wignarder Felicials Att	ACCIDENT	121/10
GOTAS, CHP 1133, OSHA 300 LOS AND THE MONTH	4x Tegor	27 /
IN EGENT WOLKERS COMPENSATIONS PLANNS TO	13007	74
gots Thouse.	/	0
(1) Are accidents and injuries being monitored to identify trends?	Yes	☐ No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	V Yes	□No
(3) Are personnel in the command aware of current and potential trends?	Yes	□ No
o. What corrective action has the command taken when a trend has been identified? AN EMPLOY	VEE WAS	
DUNSELLED AND RECEIVED WAITIEN CONFIRMATION OF	THIS	
INSELLING FOLLOWING A PREVENTABLE PATROL CAR	COUNTER	,
	CHADO	c453m506 (rp

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	∇Yes	□ No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)  EVALUATED  ACTION REQUIRED  NONE	CORRECTED	
a. What is the composition of the COSC? SERGEAUT (CHATE), AREA COMMANDE	R, 055	SI
AUTOMOTIVE TECH, SPECIAL DUTY OFFICER AND	O A	
PATROL OFFICER		
(1) Is there representation from each collective bargaining unit?	Yes	□No
(2) Management and supervisory representation?	Yes	□No
(3) Command Safety Coordinator assigned?	Yes	□No
(4) Command Safety Coordinator active and effective?	Yes	☐ No
(5) Are committee assignments rotated?	✓ Yes	☐ No
(6) COSC meetings held quarterly?	Yes	☐ No
(7) Are meetings held more frequently when goals are not being attained?	Yes	No
(8) Do all committee members attend the meetings? WHEN AVATLABLE	Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP?	Yes	☐ No
(1) Do committee members understand their roles and responsibilities?	☐ Yes	☐ No
(2) Is an agenda prepared prior to the meeting?	Yes	☐ No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	Yes	□No
(4) Are these minutes utilized for Area meetings?	2 Yes	□ No
(5) Are assignments given during Area meetings?	Yes	□No
c. Minutes prepared for the COSC meeting?	Yes	□No
(1) Recording secretary appointed? CLERICAL STAFF	Yes	☐ No
(2) Minutes posted on command's Occupational Safety Board? FUSTED TO COMMAND'S	Yes	No
(3) Are minutes included in IIPP file?	Yes	☐ No
(4) Minutes maintained current year, plus three?	Yes	□No
(5) Minutes forwarded through channels?	Ves	□ No
d. Is the COSC effective?	Yes	□ No
(1) Are COSC recommendations clear, concise and pertinent to the command?	V Yes	☐ No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	Yes	☐ No
(3) COSC disseminate current information and training regarding health and safety issues?	Yes	□No
e. Do all personnel receive current information regarding health and safety?	Yes	□ No
f. Are outside agency safety programs utilized as a resource?	Yes	1 No
g. Does the command maintain an effective health and safety communications system?	Yes	□No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) (	PI 009				
(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?			Yes	☐ No	
(2) Are finding	(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?				
(3) Do all members of the command participate in distribution of safety and health information?					☐ No
(4) COSC minutes posted in a timely manner?			Yes	□No	
(5) Required p	(5) Required posters prominently displayed?			Yes	□No
(6) COSC main	Yes	□ No			
(7) Are respons	YENTS ARE COTATED sibilities for the Occupational Safety Bulletin	Board contents assigned t	o specific members?	Yes	₩ <sub>0</sub>
5. DOCUMENTATION		EVALUATED	NONE	CORRECTED	
filed in the emplo b. DMV INF 254, G	orization to Use Privately Owned Vehicles or byee's field folder?  Noto-Waterian Agency Request for Driver Licents, in the employee and filed in the employee.	APPOSITION (New York) se/Identification Record In	formation, utilized	Yes	□ No MOB.
	's license record check and filed in the emplo of Occupational Injury and Illnesses, utilized		ville pra	Tean)	□ No
	injuries and illnesses logged?			1 Yes	□No
	e within six working days of notification of an	emplovee injury or illness	?	Yes	□ No
	and limited-duty documentation accurate?			Ves	□No
(4) Retention ac				Yes	□No
	ssible for review by Cal-OSHA?		_a_,	Yes	□ No
(6) Previous cale	endar year log posted during February?			Yes	□No
d. Are CHP 113s, Ad	ccident and Injury Report, compiled accurate	ely?		Ves	□ No
(1) Commander	review and sign?			Yes	☐ No
(2) CHP 113s an	d attachments processed in a timely manne	er?		Ves Yes	□No
e. Does the comman	d utilize the CHP 113A, Safety Inspection C	Checklist?		Ves	□ No
(1) Are semiannu	al safety inspections conducted?			Yes	□No
(2) Are safety haz	zards identified?		v,	Yes	□ No
(3) Is corrective a	ction taken within 30 days?			Yes	□ No
(4) CHP 113A, Sa	afety Inspection Checklist, maintained with I	IPP and retained accordin	g to policy?	₩ Yes	□No
f. Are unsafe conditio	ns identified and documented on CHP 113E	3, Hazard Report/Inspection	on?	Ves	□No
(1) Measures take	en to correct situation within 30 days?		***************************************	Yes	□No
(2) Copy of CHP 1	13B, Hazard Report/Inspection, filed or atta	ached to IIPP?		₩ Yes	☐ No
g. Are the CHP 121 se	eries thoroughly and accurately completed?	?		Yes	□No
(1) Supervisory co	mments in-depth, clear, and concise?			☑ Yes	□ No
(2) Commander si	gnature on appropriate forms?			☑ Yes	□No
	/				

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453N	1 (Rev. 5-06) OPI 009			/	
(3)	Routed within time frames?			V Yes	□ No
h. Is	CHP 208, Accident Prevention Report, thoroughly and acc	urately completed?		₩ Yes	□ No
(1)	Supervisor comments in-depth, clear, and concise?			V Yes	□ No
(2)	Commander review?	11.00		V Yes	☐ No
(3)	Commander signs appropriate form?			▼ Yes	□No
(4)	Properly routed within time limits?	1		Yes	☐ No
i. Are	injuries and accidents documented on CHP 442, Individua	I Accident, Injury and Saf	ety Recognition Record?	V Yes	□ No
(1)	Are CHP 442s, Individual Accident, Injury and Safety Red	cognition Record, current?	>	☑ Yes	☐ No
(2)	Safety recognition emblem summary current?			MYes	□ No
j. Are	CHP 712As, Injury and Illness Prevention Program Orienta	ation and Review, kept cu	rrent?	☑ Yes	□ No
(1)	Is specific safety training documented on CHP 712, Empl	oyee Emergency Action F	Plan Review?	Yes	□ No
(2)	Copies maintained with IIPP file?			Yes	□ No
6. INJURY	AND ILLNESS PREVENTION PROGRAM	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Com	mand specific IIPP on file? BLIEFING LOO.	<i>n</i>		Yes	□ No
(1)	Is the program effective?	<i>"</i> 4		Yeş	
(2)	Contains all required documents?			Yes	☐ No
(3)	Discussed with all employees?			Ves	☐ No
(4)	All employees understand their roles and responsibilities?			Ves	No
(5) E	Each employee completed CHP 712A, Injury and Illness P	revention Program Orien	tation and Review?	Yes	□No
(6) N	lew employees review and complete CHP 712A, Injury arnd Review?	nd Illness Prevention Prog	gram Orientation	₩ Yes	□ No
(7) A	re unsafe hazards or conditions identified, investigated, c	corrected, and documente	d?	☑ Yes	☐ No
(8) Is	required documentation maintained according to policy?	/		Ves	□No
. COMMUN	IICATION WITH DOSH	EVALUATED	ACTION REQUIRED NONE	CORRECTED	
a Emplo	yees aware of procedures regarding DOSH inspections?			Yes	□No
b. Comm	and's documents readily available for review by DOSH C	ompliance Officer?		Yes	☐ No
HAZARDO	DUS SUBSTANCE PROGRAM	EVALUATED	ACTION REQUIRED NONE	CORRECTED	
a. Does o	ommand have a written Hazardous Substance Program	for substances used with		Yes	☐ No
(1) Ar	e hazardous substances identified and properly labeled?			WYes	☐ No
(2) W	arning signs posted?			Yes	□No
(3) Ma	terial Safety Data Sheets readily available?			Yes	□No
(4) En	ployees receive training?			Yes	☐ No

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009					
(5) Training documen	ted?			Yes	□No
(6) Employees inform	ed of their right to applicable medi	cal and exposure informatio	ń?	Yes	□No
9. HAZARDOUS EXPOSURI	E CONTROL PROGRAMS	EVALUATED	ACTION REQUIRED NONES	CORRECTED	
a. Activities identified with	iin command that may require exp	osure to hazardous conditio	ns?	Ves	□ No
(1) Appropriate engine	eering and/or administrative contro	ls implemented?		MYes	□ No
(2) Protective equipme	ent provided in accordance with ba	argaining unit agreements?		Yes	□ No
(3) Employees trained	on use and maintenance of equip	ment?		Yes	□No
(4) Training document	ed?			Yes	□ No

From:

Doug Puder Shelly Miller

To: Date:

8/21/2008 9:44 AM

Subject:

ACTION ITEMS - 2ND QUARTER DOSC

**Attachments:** Driving Practices, doc

Good Morning Shelly,

The following are Hanford Area's responses to a couple of the Action Items from the 2nd Quarter DOSC:

ACTION ITEM #1: List any area training in 2008 during which the prevention of patrol vehicle collisions was addressed. Include the techniques discussed and/or taught to increase awareness and promote safe driving habits, as well as the dates of any driving rodeos held. Send an email outlining this training to Officer Miller at Central Division no later than September 10, 2008.

During training days in August 2008, all officers were given training on the importance of conducting a pre-trip inspection on their assigned patrol vehicles at the beginning of their work shifts. Officers were instructed to always check the condition and pressure of the patrol vehicle's tires. They were reminded that high speed vehicle operation makes this a critical component of occupational safety. In addition to this training, the Area purchased a number of tire pressure gauges and placed them at the gasoline pump island. This will assist officers to more accurately check the pressure of their tires. We hope to make this a habit for all Area personnel. INCLUDEO IN MEETING

FROM AREA TRAINSOLG ACTION ITEM #2: Each command shall prepare a written strategy (training/ride alongs/briefing items/any action or follow up) aimed at the reduction of preventable patrol vehicle collisions and forward that to Division NLT September 10, 2008. Commanders should be prepared to present their strategy verbally to the Committee at the third quarter DOSC meeting.

See Attached.

ACTION ITEM #3: Each area shall conduct and forward to Division a Chapter 12 inspection prior to the third quarter DOSC meeting. NLT to Division September 10, 2008. - PENDING

ACTION ITEM #4: Commanders shall ensure all uniformed employees view both videos, as well as the "Commerce Casino Shooting" video, within sixty days. Documentation that ALL uniform personnel have viewed the videos is required (memorandum to Division). - PENDING

### Memorandum

Date:

August 27, 2008

To:

Hanford Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Hanford Area

File No.:

440.10045.Training Day 14.doc

Subject:

TRAINING DAY PRESENTATION

On August 6, 2008, and again on August 27, 2008, I made presentations to Hanford Area personnel during an Area training days. The following topics were discussed during these presentations:

- The group was thanked for their efforts to accomplish our Area's Strategic Plan goals.
- Items from the Department's budget for F/Y 2008-2009 were discussed.
- The importance of maintaining positive public and legislative support was emphasized. The best way to maintain support is to provide the highest possible level of service to the motoring public.
- Items discussed during the Central Division Area Commander's Conference on July 23-24, 2008, were reviewed.
- An overview of the Department's recent reorganization was provided.
- The importance of recruitment was again emphasized to all personnel.
- Officers were reminded to conduct a pre-trip inspection on their assigned patrol vehicles at the beginning of their work shift. Officers should always check the condition and pressure of the patrol vehicle's tires. High speed operation makes this a critical component of occupational safety.
- The group was briefed on the current status of the 3/12 Alternate Work Week (AWW) program. As part of the meet-and-confer process, a group discussion ensued and several suggestions/concerns were raised. Responses to each suggestion/concern were made to all Area personnel via e-mail.

D. M. PUDER, Lieutenant

Commander

### Memorandum

Date:

August 21, 2008

To:

Hanford Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Hanford Area

File No.:

440.10045. Driving Practices.doc

Subject:

SUPERVISORY ASSESSMENT OF OFFICER'S DRIVING PRACTICES

During Central Division's 2<sup>nd</sup> Quarter Division Occupational Safety Committee (DOSC) meeting, all Areas were directed to prepare a written strategy aimed at the reduction of preventable patrol vehicle collisions within their respective commands. This plan has been prepared pursuant to that direction and in the hopes of preventing patrol vehicle collisions as well as injuries to our employees.

All Area supervisors shall monitor the on-duty driving habits and practices of all Area personnel. This can be done during supervisory ride-alongs and while performing normal patrol operations. Our geographical area and number of employees is small enough to allow for a fairly good supervisory assessment of each employee's driving habits and practices. Each of you shall attempt to identify any driving practices which are potentially unsafe and immediately address those issues with the appropriate employee. Follow-up action in the form of additional training, commentary driving or documentation should be performed if deemed appropriate by the supervisor. Please refer any questions about this matter to me.

D. M. PUDER, Lieutenant

Commander

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Mariposa	Central	455
EVALUATED BY		DATE
Byran Wm. Duncan, CHP SGT #10709		08/10/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	The second control of	SUSPENSE DATE	4			
	nformal Evaluation	08/11/2008		DATE		
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S RÉVIEW	COMMANDER'S REVIEW			
☐ Yes   ☑ No	BY	D. J. Price, Lt. #962	8 W. Fain	08/11/2008		
1. GOALS AND ACCOMPLISH	MENTS	EVALUATED 08/10/2008	ACTION REQUIRED	CORRECTED	1 1-1-1-1	
a. Is the command familiar v     Safety Manual, Chapter 1	with the Occupational Safety P 3?	rogram as outlined in HPM 10	.6, Occupational	☑ Yes	☐ No	
(1) Are goals developed	in accordance with departmen	ntal policy?		☑ Yes	□ No	
(2) Are environmental fa	ctors, exposure factors, and p	ast experience/trends conside	red when setting goals?	☑ Yes	□No	
(3) Are illness and non-s	serious/non-traumatic injuries e	excluded from occupational sa	ifety goals?	☑ Yes	☐ No	
(4) Are goals appropriate	ely categorized?	3		☑ Yes	☐ No	
(5) Are goals realistic?				☑ Yes	☐ No	
(6) Are goals consistent	with departmental objectives?			☑ Yes	□ No	
(7) Is input from all level	s considered before goals are	established?		☑ Yes	☐ No	
b. Are goals being accompli	shed?			☑ Yes	☐ No	
(1) Accurate reporting or	n CHP 113, Accident and Injur	у Report?	====	☑ Yes	☐ No	
(2) Are accidents increas	sing?			Yes	☑ No	
(3) Are injuries increasin	g?			Yes	☑ No	
(4) Why are they increas	sing/decreasing? The A	rea has a very active Occupat	tional Safety Program wit	th regular meet	ings and	
follow up on actions	items that reduce injury poten	itials.				
(5) Is CHP 113, Acciden	t and Injury Report, posted or	readily accessible?		☑ Yes	☐ No	
(6) Are employees know	ledgeable about goals and ac	hievements?		☑ Yes	☐ No	
(7) Are employees provid	ding suggestions toward goal	attainment?		☑ Yes	☐ No	
2. PARTICIPATION		08/10/2008	ACTION REQUIRED	CORRECTED	**************************************	
a. Commander actively invo	lved in program?	ex.	- Alta -	√ Yes	☐ No	
(1) Commander active in	injury/illness case managem	ent?	***************************************	☑ Yes	☐ No	
(2) What is the command	der's attitude regarding occupa	ational safety? Very pro	o occupational safety - pr	eventing thing	gs that may	
cause injury and keep	ping the command informed.				National Property of the Control of	

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CH	2 453M	(Rev. 5-06) OPI 009				
	(3)	Occupational safety issues discussed at staff meetings and	I training days?		☑ Yes	□ No
Valence .	(4)	Are safety issues in the meeting minutes?			☑ Yes	☐ No
	(5)	Commander comments regarding safety issues in performa	ance evaluations?		☑ Yes	☐ No
	(6)	Does the commander ensure use of appropriate safety equ	ipment?		☑ Yes	□ No
	o. Are	managers/supervisors actively involved in the program?	300		☑ Yes	No
	(1)	Are managers/supervisors involved in case management?			☑ Yes	☐ No
Uloomite.	(2)	Do they have the appropriate attitude?			☑ Yes	☐ No
	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?		☑ Yes	□ No
.71.	(4)	Are supervisors monitoring employees' efforts?			☑ Yes	□ No
-2,	(5)	Do managers comment on safety issues in performance ev	aluations?		☑ Yes	☐ No
	(6)	Do supervisors comment on safety issues in performance e	evaluations?		☑ Yes	☐ No
	(7)	Do managers/supervisors ensure the use of proper safety e	equipment?		☑ Yes	☐ No
(	. Are	employees actively involved in the Occupational Safety Pro	gram?		☑ Yes	□ No
	(1)	Are employees involved in their case management?			☑ Yes	☐ No
	(2)	Are employees knowledgeable about safety goals?			☑ Yes	□ No
	(3)	Are they aware of the command's achievements?			☑ Yes	□No
	(4)	Are employees practicing safety while performing their dutie	es?		☑ Yes	☐ No
	(5)	Are employees reporting unsafe conditions and/or work pra	ctices?		☑ Yes	□ No
	(6)	Do employees work cooperatively to minimize hazards?			☑ Yes	□ No
	(7)	Do employees offer suggestions to improve occupational sa	afety?		☑ Yes	□No
	(8)	ls employee equipment properly used and maintained?	The second light to the second		☑ Yes	☐ No
3. A	CCIDI	NT AND INJURY TRENDS	08/10/2008	ACTION REQUIRED	CORRECTED	
а	. Con	mander's method of identifying trends? The comm	nander relies on his own	observations and input	from his sup	ervisors /
	othe	sources. The commander then makes an educated decisio	n of identifying trends.	The commander then a	acts upon thes	e decisions
	to cu	rtail the trends.				
					W-11-0 (UA))	100000
	(1)	Are accidents and injuries being monitored to identify trends	s?	111111111111111111111111111111111111111	☑ Yes	□ No
		s the Occupational Safety Committee reviewing CHP 113, one of Occupational Injuries and Illnesses, entries, prior me		ort, OSHA 300,	☑ Yes	□No
um-cont	(3)	Are personnel in the command aware of current and potent	ial trends?		☑ Yes	□No
b.	Wha	t corrective action has the command taken when a trend ha	s been identified?	The commander dire	cts supervisor	s to take
	appi	opriate actions through briefing items, counseling, mitigati	ng the hazard, etc			
	-	1, 1/- 11 miles - 1			**************************************	

STATE OF CALIFORNIA

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1)	Are commanders, managers, and supervisors actively in	nplementing corrective ac	tions?	☑ Yes	☐ No
4. (	COM	IAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	08/10/2008	ACTION REQUIRED	CORRECTED	
á	a. W	nat is the composition of the COSC? The commande	r, 3 supervisor/sergeants,	the OSS-1, the auto te	chnician, the ma	intenance
	en	gineer and a field officer.				
	(1)	Is there representation from each collective bargaining u	unit?		☑ Yes	☐ No
VAN VEN	(2)	Management and supervisory representation?			☑ Yes	☐ No
	(3)	Command Safety Coordinator assigned?			☑ Yes	☐ No
	(4)	Command Safety Coordinator active and effective?			☑ Yes	☐ No
	(5)	Are committee assignments rotated?			☑ Yes	☐ No
	(6)	COSC meetings held quarterly?			☑ Yes	□No
21000000	(7)	Are meetings held more frequently when goals are not b	eing attained?		☑ Yes	□ No
	(8)	Do all committee members attend the meetings?			☑ Yes	□ No
b	. Are	roles and responsibilities defined in accordance with IIPF	>?		☑ Yes	□ No
	(1)	Do committee members understand their roles and resp	onsibilities?		☑ Yes	□ No
	(2)	Is an agenda prepared prior to the meeting?			☑ Yes	☐ No
	(3)	Are departmental and Division Occupational Safety mee	rtings minutes readily ava	ilable?	☑ Yes	□No
	(4)	Are these minutes utilized for Area meetings?			☑ Yes	□No
	(5)	Are assignments given during Area meetings?			☑ Yes	□ No
c	. Mir	utes prepared for the COSC meeting?			☑ Yes	☐ No
	(1)	Recording secretary appointed?			☑ Yes	□No
	(2)	Minutes posted on command's Occupational Safety Boa	rd?	10010	√ Yes	☐ No
	(3)	Are minutes included in IIPP file?			☑ Yes	□No
	(4)	Minutes maintained current year, plus three?			☑ Yes	□No
	(5)	Minutes forwarded through channels?			☑ Yes	☐ No
d.	. Is t	ne COSC effective?	- CONTRACTOR CONTRACTOR		☑ Yes	□ No
	(1)	Are COSC recommendations clear, concise and pertiner	nt to the command?		☑ Yes	☐ No
	(2)	COSC proactive to eliminate potential causes of acciden	nts and injuries?		☑ Yes	□No
	(3)	COSC disseminate current information and training rega	ording health and safety is	ssues?	☑ Yes	□ No
ę.	Do	all personnel receive current information regarding health	and safety?		☑ Yes	□No
f.	Are	outside agency safety programs utilized as a resource?		A Section 1	☑ Yes	□ No
g.	Doe	s the command maintain an effective health and safety c	communications system?		☑ Yes	□ No

### AREA MANAGEMENT EVALUATION

OCCUPATIONAL SAFETY CHP 453M (Rev. 5-06) OPI 009 V Yes □ No (1) Potential hazards reported on CHP 113B, Hazard Report/Inspection? V Yes (2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy? □ No V Yes □ No (3) Do all members of the command participate in distribution of safety and health information? √ Yes [] No (4) COSC minutes posted in a timely manner? √ Yes ☐ No (5) Required posters prominently displayed? √ Yes ☐ No (6) COSC maintain the Command Occupational Safety Bulletin Board? No V Yes (7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members? EVALUATED CORRECTED ACTION REQUIRED 5. DOCUMENTATION 08/10/2008 a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and V Yes ☐ No filed in the employee's field folder? b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized V Yes ∏ No to request driver's license record check and filed in the employee's field folder? √ Yes ☐ No c. OSHA 300, Log of Occupational Injury and Illnesses, utilized? V Yes □ No (1) Are required injuries and illnesses logged? (2) Entries made within six working days of notification of an employee injury or illness? √ Yes □ No □ No √ Yes (3) Is lost-time and limited-duty documentation accurate? V Yes ☐ No (4) Retention according to policy? √ Yes □ No (5) Readily accessible for review by Cal-OSHA? V Yes Mo No (6) Previous calendar year log posted during February? V Yes □ No d. Are CHP 113s, Accident and Injury Report, compiled accurately? √ Yes ☐ No (1) Commander review and sign? √ Yes □ No (2) CHP 113s and attachments processed in a timely manner? √ Yes □ No e. Does the command utilize the CHP 113A, Safety Inspection Checklist? V Yes □ No (1) Are semiannual safety inspections conducted? V Yes No (2)Are safety hazards identified? √ Yes ☐ No (3) Is corrective action taken within 30 days? √ Yes No. (4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy? √ Yes ☐ No f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection? V Yes ☐ No Measures taken to correct situation within 30 days? √ Yes No Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP? √ Yes g. Are the CHP 121 series thoroughly and accurately completed? No √ Yes □ No (1) Supervisory comments in-depth, clear, and concise?

(2) Commander signature on appropriate forms?

☐ No

√ Yes

### AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

Ch	1P 453	M (Rev. 5-06) OPI 009				
	(3	Routed within time frames?			☑ Yes	☐ No
<del></del>	h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?					☐ No
	(1	) Supervisor comments in-depth, clear, and concise?		***************************************	☑ Yes	☐ No
	(2	c) Commander review?		***************************************	√ Yes	☐ No
	(3	) Commander signs appropriate form?	***************************************		√ Yes	□ No
	(4	Properly routed within time limits?			☑ Yes	☐ No
	i. Ar	e injuries and accidents documented on CHP 442, Individual A	ccident, Injury and Safe	ty Recognition Record?	☑ Yes	☐ No
	(1	) Are CHP 442s, Individual Accident, Injury and Safety Recog	inition Record, current?		☑ Yes	☐ No
	(2	) Safety recognition emblem summary current?			☑ Yes	□No
	j. Ar	e CHP 712As, Injury and Illness Prevention Program Orientatio	on and Review, kept cur	rent?	☑ Yes	☐ No
	(1	) Is specific safety training documented on CHP 712, Employ	ee Emergency Action Pl	an Review?	☑ Yes	☐ No
-	(2	) Copies maintained with IIPP file?			☑ Yes	☐ No
6.	INJUI	RY AND ILLNESS PREVENTION PROGRAM	08/10/2008	ACTION REQUIRED	CORRECTED	
	a. Cr	ommand specific IIPP on file?			☑ Yes	□No
	(1) Is the program effective?					□ No
	(2) Contains all required documents?					□ No
	(3) Discussed with all employees?					□ No
	(4)	(4) All employees understand their roles and responsibilities?				
	(5)	Each employee completed CHP 712A, Injury and Illness Pre	evention Program Orient	ation and Review?	☑ Yes	□ No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Prog	gram Orientation	☑ Yes	□ No
	(7)	Are unsafe hazards or conditions identified, investigated, co	rrected, and documente	d?	☑ Yes	☐ No
	(8)	Is required documentation maintained according to policy?		A LUCATION OF THE STREET	☑ Yes	☐ No
7.	COM	MUNICATION WITH DOSH	08/10/2008	ACTION REQUIRED	CORRECTED	
auc.	a. En	nployees aware of procedures regarding DOSH inspections?			☑ Yes	☐ No
	b. Cc	ommand's documents readily available for review by DOSH Co	empliance Officer?		☑ Yes	☐ No
8.	HAZA	RDOUS SUBSTANCE PROGRAM	08/10/2008	ACTION REQUIRED	CORRECTED	
i	a. Do	oes command have a written Hazardous Substance Program f	or substances used with	nin that command?	☑ Yes	☐ No
	(1)	Are hazardous substances identified and properly labeled?			☑ Yes	☐ No
	(2)	Warning signs posted?			☑ Yes	□No
	(3)	Material Safety Data Sheets readily available?		,	☑ Yes	□No
	(4)	Employees receive training?			☑ Yes	□No
-						

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009					
(5) Training documented?				☐ No	
(6) Employees informed of their right to applicable medi	cal and exposure informati	on?	☑ Yes	☐ No	
9, HAZARDOUS EXPOSURE CONTROL PROGRAMS	08/10/2008	ACTION REQUIRED	CORRECTED		
a. Activities identified within command that may require exp	oosure to hazardous condit	ions?	☑ Yes	☐ No	
(1) Appropriate engineering and/or administrative control	ols implemented?		☑ Yes	☐ No	
(2) Protective equipment provided in accordance with b	argaining unit agreements	?	☑ Yes	☐ No	
(3) Employees trained on use and maintenance of equip	(3) Employees trained on use and maintenance of equipment?				
(4) Training documented?			☑ Yes	☐ No	

6) Injury and Illness Prevention Program: the four current IIPP labeled red binders are located in the commander's office (bookshelf), the OSS-1's office (bookshelf behind deck), the sergeant's office (bookcase, immediately upon entry) and the podium shelf in the briefing room.

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Oakhurst Area - 456	Central Division	Chapter 12
EVALUATED BY		DATE
T. Spino		09/25/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be completed in perior perior, and the cupplement ca	il be handwillen il	desired.				
TYPE OF EVALUATION    Formal Evaluation   Informal Evaluation	SUSPENSE DATE 10/02/2008					
FOLLOW-UP REQUIRED  Correction Report  Yes No BY	Correction Report  WSA					
1. GOALS AND ACCOMPLISHMENTS	evaluated Yes	ACTION REQUIRED	CORRECTED			
Is the command familiar with the Occupational Safety Program Safety Manual, Chapter 13?	as outlined in HPM 1	0.6, Occupational	☑ Yes	☐ No		
(1) Are goals developed in accordance with departmental police	☑ Yes	□ No				
(2) Are environmental factors, exposure factors, and past expe	rience/trends consid	ered when setting goals?	☑ Yes	☐ No		
(3) Are illness and non-serious/non-traumatic injuries excluded	I from occupational s	afety goals?	☑ Yes	□ No		
(4) Are goals appropriately categorized?			☑ Yes	☐ No		
(5) Are goals realistic?	5) Are goals realistic?					
(6) Are goals consistent with departmental objectives?			☑ Yes	☐ No		
(7) Is input from all levels considered before goals are establis	hed?		☑ Yes	☐ No		
b. Are goals being accomplished?	Are goals being accomplished?					
(1) Accurate reporting on CHP 113, Accident and Injury Report	Accurate reporting on CHP 113, Accident and Injury Report?					
(2) Are accidents increasing?			☑ Yes	☐ No		
(3) Are injuries increasing?			☐ Yes	☑ No		
(4) Why are they increasing/decreasing?						
(5) Is CHP 113, Accident and Injury Report, posted or readily a	ccessible?		☐ Yes	☑ No		
(6) Are employees knowledgeable about goals and achieveme	nts?		☑ Yes	☐ No		
(7) Are employees providing suggestions toward goal attainme	nt?		☑ Yes	☐ No		
2. PARTICIPATION	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED			
a. Commander actively involved in program?			☑ Yes	☐ No		
(1) Commander active in injury/illness case management?			☑ Yes	☐ No		
(2) What is the commander's attitude regarding occupational sa	afety? Aggresi	ve to correct any known oc	cupational sa	fety		
hazards and issues and pro-active the Area's program.						
200 III 200 III II						

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

		(				
	(3)	Occupational safety issues discussed at staff meetings an	d training days?		☑ Yes	☐ No
	(4)	Are safety issues in the meeting minutes?			☑ Yes	☐ No
	(5)	Commander comments regarding safety issues in perform	nance evaluations?		☑ Yes	☐ No
	(6)	Does the commander ensure use of appropriate safety eq	uipment?		☑ Yes	☐ No
b	. Are	e managers/supervisors actively involved in the program?			☑ Yes	☐ No
	(1)	Are managers/supervisors involved in case management?	•		☑ Yes	□ No
	(2)	Do they have the appropriate attitude?			☑ Yes	☐ No
	(3)	Are managers monitoring supervisors' progress and efforts	s to attain goals?		√ Yes	□ No
	(4)	Are supervisors monitoring employees' efforts?			☑ Yes	☐ No
	(5)	Do managers comment on safety issues in performance e	valuations?		☑ Yes	□ No
	(6)	Do supervisors comment on safety issues in performance	evaluations?		☑ Yes	☐ No
	(7)	Do managers/supervisors ensure the use of proper safety	equipment?		☑ Yes	□ No
С	. Аге	employees actively involved in the Occupational Safety Pro	ogram?		☑ Yes	□ No
	(1) Are employees involved in their case management?				☑ Yes	☐ No
	(2) Are employees knowledgeable about safety goals?				☑ Yes	□ No
	(3)	Are they aware of the command's achievements?			☑ Yes	☐ No
	(4)	Are employees practicing safety while performing their duti	ies?	A	☑ Yes	☐ No
	(5)	Are employees reporting unsafe conditions and/or work pro	actices?		☑ Yes	☐ No
	(6)	Do employees work cooperatively to minimize hazards?			☑ Yes	☐ No
	(7)	Do employees offer suggestions to improve occupational s	afety?		☑ Yes	□ No
	(8)	Is employee equipment properly used and maintained?			☑ Yes	☐ No
3. A	CCID	ENT AND INJURY TRENDS	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a.	Col	mmander's method of identifying trends? Reviews	CHP 121s, 208s, and ST	D 270s submitted by pe	ersonnel. No	current
	injı	ry trends identified, but command has identified a possible	trend with patrol vehicle	accidents occuring while	le backing.	
	(1)	Are accidents and injuries being monitored to identify trend	ls?		☑ Yes	☐ No
	(2)	Is the Occupational Safety Committee reviewing CHP 113, Log of Occupational Injuries and Illnesses, entries, prior me		ort, OSHA 300,	☑ Yes	□ No
	(3)	Are personnel in the command aware of current and potent	tial trends?		☑ Yes	□ No
b.	Wh	at corrective action has the command taken when a trend ha	as been identified?	Command has schedu	ıled to conduc	t a vehicle
	rod	eo during their fourth quarter training days.				

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

	(1)	Are commanders, managers, and supervisors actively imp	lementing corrective action	ns?	☑ Yes	☐ No
4. C	OMN	AND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes Yes	ACTION REQUIRED	CORRECTED	
a.	Wł	hat is the composition of the COSC? 1 lieutenant, 2 ser	geants, 3 officers, 1 office	technician, 1 automotiv	ve technician	
		45-77				L.
	(1)	Is there representation from each collective bargaining unit	?		☑ Yes	☐ No
	(2)	Management and supervisory representation?			☑ Yes	☐ No
	(3)	Command Safety Coordinator assigned?			☑ Yes	☐ No
	(4)	Command Safety Coordinator active and effective?			☑ Yes	☐ No
	(5)	Are committee assignments rotated?			☑ Yes	☐ No
	(6)	COSC meetings held quarterly?			☑ Yes	□ No
	(7)	Are meetings held more frequently when goals are not being	ng attained?		☐ Yes	☑ No
	(8)	Do all committee members attend the meetings?			☑ Yes	☐ No
b.	Are	roles and responsibilities defined in accordance with IIPP?			☑ Yes	☐ No
	(1)	Do committee members understand their roles and respons	sibilities?		☑ Yes	☐ No
	(2)	Is an agenda prepared prior to the meeting?			☑ Yes	☐ No
	(3)	Are departmental and Division Occupational Safety meeting	gs minutes readily availat	ole?	√ Yes	☐ No
	(4)	Are these minutes utilized for Area meetings?			√ Yes	□No
	(5)	Are assignments given during Area meetings?			☑ Yes	□ No
C.	Min	utes prepared for the COSC meeting?			☑ Yes	☐ No
545.7	(1)	Recording secretary appointed?	100		☑ Yes	□ No
	(2)	Minutes posted on command's Occupational Safety Board?	,		☑ Yes	☐ No
	(3)	Are minutes included in IIPP file?			☑ Yes	☐ No
	(4)	Minutes maintained current year, plus three?			☑ Yes	☐ No
	(5)	Minutes forwarded through channels?			☑ Yes	□No
d.	ls ti	ne COSC effective?			☑ Yes	□ No
	(1)	Are COSC recommendations clear, concise and pertinent to	o the command?		☑ Yes	☐ No
	(2)	COSC proactive to eliminate potential causes of accidents a	and injuries?		☑ Yes	☐ No
	(3)	COSC disseminate current information and training regarding	ng health and safety issue	es?	☑ Yes	☐ No
e.	Do	all personnel receive current information regarding health an	d safety?		☑ Yes	☐ No
ॉ. -	Are	outside agency safety programs utilized as a resource?			☑ Yes	☐ No
g.	Doe	s the command maintain an effective health and safety com	munications system?		☑ Yes	□No

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

VIII	433W (Nev. 3-00) OF 1009				
	(1) Potential hazards reported on CHP 113B, Hazard Report	rt/Inspection?		☑ Yes	☐ No
	(2) Are findings of the 113B, Hazard Report/Inspection, repo	ort disseminated according	to policy?	☑ Yes	☐ No
	(3) Do all members of the command participate in distribution	on of safety and health info	rmation?	☑ Yes	☐ No
	(4) COSC minutes posted in a timely manner?	A		☑ Yes	☐ No
	(5) Required posters prominently displayed?				☐ No
	(6) COSC maintain the Command Occupational Safety Bulletin Board?				☐ No
	(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?				☐ No
5. C	DOCUMENTATION	Yes Yes	ACTION REQUIRED Yes	CORRECTED	
а	a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?				□ No
b	b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?				☑ No
С	c. OSHA 300, Log of Occupational Injury and Illnesses, utilized	1?		☑ Yes	☐ No
	(1) Are required injuries and illnesses logged?			☑ Yes	□ No
	(2) Entries made within six working days of notification of ar	n employee injury or illness	?	☑ Yes	☐ No
	(3) Is lost-time and limited-duty documentation accurate?		0	☑ Yes	☐ No
	(4) Retention according to policy?			☑ Yes	☐ No
	(5) Readily accessible for review by Cal-OSHA?			☑ Yes	☐ No
	(6) Previous calendar year log posted during February?			☑ Yes	☐ No
d	d. Are CHP 113s, Accident and Injury Report, compiled accurat	tely?		☑ Yes	☐ No
	(1) Commander review and sign?			☑ Yes	☐ No
	(2) CHP 113s and attachments processed in a timely manne	er?		☑ Yes	☐ No
е	e. Does the command utilize the CHP 113A, Safety Inspection	Checklist?		☑ Yes	☐ No
	(1) Are semiannual safety inspections conducted?			☑ Yes	☐ No
	(2) Are safety hazards identified?			☑ Yes	☐ No
	(3) Is corrective action taken within 30 days?			☑ Yes	☐ No
	(4) CHP 113A, Safety Inspection Checklist, maintained with	IIPP and retained according	g to policy?	☑ Yes	☐ No
f.	Are unsafe conditions identified and documented on CHP 113	3B, Hazard Report/Inspecti	on?	☑ Yes	☐ No
	(1) Measures taken to correct situation within 30 days?	112		☑ Yes	☐ No
	(2) Copy of CHP 113B, Hazard Report/Inspection, filed or at	ttached to IIPP?		☑ Yes	☐ No
g.	. Are the CHP 121 series thoroughly and accurately completed	?		☑ Yes	☐ No
	(1) Supervisory comments in-depth, clear, and concise?			☑ Yes	☐ No
	(2) Commander signature on appropriate forms?			☑ Yes	☐ No

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453W (Rev. 5-06) OPI 009							
_		(3)	Routed within time frames?			☑ Yes	☐ No
	h.	. Is	CHP 208, Accident Prevention Report, thoroughly and accura	ately completed?		☑ Yes	☐ No
		(1)	Supervisor comments in-depth, clear, and concise?			☑ Yes	☐ No
		(2)	Commander review?	-10-1-11-1		☑ Yes	☐ No
	(3) Commander signs appropriate form?						☐ No
	(4) Properly routed within time limits?					☑ Yes	☐ No
	i. Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Record?					☑ Yes	☐ No
		(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, curre	nt?	☑ Yes	☐ No
	(2) Safety recognition emblem summary current?						☑ No
	j.	Are	CHP 712As, Injury and Illness Prevention Program Orientati	on and Review, kept	current?	☑ Yes	☐ No
	(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?					☑ Yes	☐ No
	(2) Copies maintained with IIPP file?						☐ No
6.	. INJURY AND ILLNESS PREVENTION PROGRAM  EVALUATED Yes  ACTION REQUIRED NO					CORRECTED	
	а.	Co	mmand specific IIPP on file?			☑ Yes	☐ No
	(1) Is the program effective?					☑ Yes	☐ No
	(2) Contains all required documents?						□ No
	<ul> <li>(4) All employees understand their roles and responsibilities?</li> <li>(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?</li> <li>(6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation</li> </ul>					☑ Yes	☐ No
						☑ Yes	☐ No
						☑ Yes	☐ No
						☑ Yes	□No
	(7) Are unsafe hazards or conditions identified, investigated, corrected, and documented?					☑ Yes	□No
		(8)	Is required documentation maintained according to policy?			☑ Yes	☐ No
7.	7. COMMUNICATION WITH DOSH EVALUATED ACTION REQUIRED Yes No				CORRECTED		
	а.	Em	ployees aware of procedures regarding DOSH inspections?			☑ Yes	☐ No
	b.	Cor	mmand's documents readily available for review by DOSH Co	mpliance Officer?		☑ Yes	☐ No
8.	HAZARDOUS SUBSTANCE PROGRAM  EVALUATED Yes  ACTION REQUIRED Yes					CORRECTED	
	a. Does command have a written Hazardous Substance Program for substances used within that command?					☐ Yes	☑ No
	(1) Are hazardous substances identified and properly labeled?					☐ Yes	☑ No
		(2)	Warning signs posted?			Yes	☑ No
		(3)	Material Safety Data Sheets readily available?			☑ Yes	□No
		(4)	Employees receive training?			Yes	☑ No

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

	(5) Training documented?	Yes	☑ No		
	(6) Employees informed of their right to applicable medical and exposure information?				☐ No
9. 1	HAZARDOUS EXPOSURE CONTROL PROGRAMS  EVALUATED  ACTION REQUIRED		CORRECTED		
_		Yes	No		
- 8	a. Activities identified within command that may require exposure to hazardous conditions?			☑ Yes	☐ No
	<ul><li>(1) Appropriate engineering and/or administrative controls implemented?</li><li>(2) Protective equipment provided in accordance with bargaining unit agreements?</li></ul>				☐ No
					☐ No
-	(3) Employees trained on use and maintenance of equipment?			☑ Yes	☐ No
	(4) Training documented?			√ Yes	☐ No

#### SUMMARY OF AUDIT:

Category #5 (Documentation)

The Area has identified several occupational safety issues on the draft copy of a CHP 113A that appears to have been completed just prior to their last occupational safety meeting in August, 2008. Out of the five issues addressed, only one has yet to be corrected. The cost to fix the remaining issue is substantial and due to the necessary process to procure the funding, it will require more than 30 days correct.

The random review of two CHP 442s revealed the summary of safety recognition on both forms were not current even though the employee's annual evaluations were current. This information was brought to the attention of the command to disseminate to the Area's supervisors.

Category #8 (Hazardous Substance Program)

Area currently does not have a written Hazardous Substance Program on file, or warning signs on cabinets containing hazardous substances. This was brought to the attention of the commander who was going develop the plan.

The Area recently hired an automotive technician who has been scheduled to attend the next available FRO class.

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA ! DIVISION		NUMBER	
Merced   Central			
EVALUATED BY		DATE	
G. R. Lamerson, Sergeant		07/25/2008	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION SUSPENSE DATE				
☐ Formal Evaluation ☐ Informal Evaluation				
FOLLOW-UP REQUIRED Correction Report	COMMANDER'S REVIEW	$\overline{}$	DATE	
		/.	0/0	
✓ Yes No BY	S. Badilla	ACTION REQUIRED	CORRECTED	108
1. GOALS AND ACCOMPLISHMENTS	Y'es	Yes	CORNECTED	
Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Occup Safety Manual, Chapter 13?		Occupational	☑ Yes	□ No
(1) Are goals developed in accordance with departmental police	cy?		✓ Yes	☐ No
(2) Are environmental factors, exposure factors, and past experience/trends considered when setting goals?				☐ No
(3) Are illness and non-serious/non-traumatic injuries excluded	from occupational safety	goals?	☑ Yes	□ No
(4) Are goals appropriately categorized?			☑ Yes	□ No
(5) Are goals realistic?			√ Yes	□ No
(6) Are goals consistent with departmental objectives?			✓ Yes	☐ No
(7) Is input from all levels considered before goals are establis	hed?		☑ Yes	☐ No
b. Are goals being accomplished?			Yes	☑ No
(1) Accurate reporting on CHP 113, Accident and Injury Repor	1?			☐ No
(2) Are accidents increasing?			√ Yes	No
(3) Are injuries increasing?			Yes	IJ No
(4) Why are they increasing/decreasing? Accidents are	increasing due to the fai	lure of individual office	ers to be attent	live to
emergency vehicle operations. — ١٣٤٩	emergency vehicle operations THEADERS TRANSLESS. BREEFINE THEMS WILL			พในจนอง
TO property become Produce.				
(5) Is CHP 113, Accident and Injury Report, posted or readily a	ccessible?		☑ Yes	□ No
(6) Are employees knowledgeable about goals and achieveme	nts?		☑ Yes	□ No
(7) Are employees providing suggestions toward goal attainme	nt?		✓ Yes	□ No
2. PARTICIPATION	EVALUATED	ACTION REQUIRED	CORRECTEU	
a. Commander actively involved in program?		-	☑ Yes	□No
(1) Commander active in injury/illness case management?			√ Yes	□ No
(2) What is the commander's attitude regarding occupational sa	afety? The Area C	ommander places a hig	h emphasis or	1
occupational safety and routinly particiaptes in the COSC	meetings.			

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

<ol><li>Are commanders, managers, and supervisors actively in</li></ol>	mplementing correctiv	e actions?	√ Yes	No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Y'es	ACTION REQUIRED	CORRECTED	
a. What is the composition of the COSC? The COSC inc	cludes representaives f	from the following sectors:	Management, S	upervisory.
Facilities Coordinator, Field Officers, Special Duty Officers	s, Communications Pe	ersonnel, Clerical Personne	el, Custodians an	d Auto
Technician.				
(1) Is there representation from each collective bargaining of	unit?		✓ Yes	□ No
(2) Management and supervisory representation?			☑ Yes	□ No
(3) Command Safety Coordinator assigned?				☐ No
(4) Command Safety Coordinator active and effective?			✓ Yes	□ No
(5) Are committee assignments rotated?			☑ Yes	☐ No
(6) COSC meetings held quarterly?			✓ Yes	☐ No
(7) Are meetings held more frequently when goals are not b	eing attained?		Yes	☑ No
(8) Do all committee members attend the meetings?			☑ Yes	□ No
b. Are roles and responsibilities defined in accordance with IIPF	>?		∀es	☐ No
(1) Do committee members understand their roles and response	onsibilities?		✓ Yes	□ No
(2) Is an agenda prepared prior to the meeting?			☑ Yes	☐ No
(3) Are departmental and Division Occupational Safety mee	tings minutes readily a	available?	☑ Yes	No
(4) Are these minutes utilized for Area meetings?			☑ Yes	☐ No
(5) Are assignments given during Area meetings?				□No
c. Minutes prepared for the COSC meeting?			[₹] Yes	☐ No
(1) Recording secretary appointed?			☑ Yes	☐ No
(2) Minutes posted on command's Occupational Safety Boar	rd?		☑ Yes	No
(3) Are minutes included in IIPP file?			☑ Yes	[] No
(4) Minutes maintained current year, plus three?			√I Yes	☐ No
(5) Minutes forwarded through channels?			☑ Yes	□ No
d Is the COSC effective?			√ Yes	□ No
(1) Are COSC recommendations clear, concise and pertinen	of the command?		☑ Yes	☐ No
(2) COSC proactive to eliminate potential causes of accident	ts and injuries?		☑ Yes	□ No
(3) COSC disseminate current information and training regar	rding health and safety	y issues?	☑ Yes	□ No
e Do all personnel receive current information regarding health	and safety?		☑ Yes	☐ No
f. Are outside agency safety programs utilized as a resource?			√ Yes	□ No
g. Does the command maintain an effective health and safety co	ommunications system	1?	√ Yes	□ No

STATE OF CALIFORNIA

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### OCCUPATIONAL SAFETY

	CHP 453M	(Rev.	5-06)	OPI	009	
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_	(4) E	mployees receive training?			☑ Yes	<u>:_! No</u>
		faterial Safety Data Sheets readily available?			☑ Yes	□ No
_	a. Does command have a written Hazardous Substance Program for substances used within that command?  (1) Are hazardous substances identified and properly labeled?  (2) Warning signs posted?					□ No
						☐ No
						II No
8.	HAZARD	HAZARDOUS SUBSTANCE PROGRAM Yes ACTION REQUIRED NO				
b. Command's documents readily available for review by D					✓ Yes	No
_		byees aware of procedures regarding DOSH inspections			Yes	Z No
		NICATION WITH DOSH	Yes	Yes		7:.
		s required documentation maintained according to polic	y? TEVALUATED	ACTION REQUIRED	CORRECTED	_I No
		7) Are unsafe hazards or conditions identified, investigated, corrected, and documented?			✓ Yes     ✓ Yes	∐ No
	a	and Review?				LINO
						No
_	(4) All employees understand their roles and responsibilities?					
_						□ No
_						No No
_		(2) Contains all required documents?			✓ Yes     ✓ Yes	□ No
_		mand specific IIPP on file?  Is the program effective?			✓ Yes	□ No
			Yes	No	[7] v-	
6.	(2) Copies maintained with IIPP file?  5. INJURY AND ILLNESS PREVENTION PROGRAM					
_		Yes	✓ No			
-		Is specific safety training documented on CHP 712, Em			✓ Yes	[] No
		CHP 712As, Injury and Illness Prevention Program Orien	ntation and Review, ke	ent current?	✓ Yes	□ No
_		Safety recognition emblem summary current?		aront:	☑ Yes	□ No
-		Are CHP 442s, Individual Accident, Injury and Safety Re			✓ Yes	□ No
_		njuries and accidents documented on CHP 442, Individu	ial Accident Injunyan	nd Safety Recognition Record?	✓ Yes	□ No
_		Properly routed within time limits?			✓ Yes	□ No
_		Commander signs appropriate form?			✓ Yes	□ No
-	(2)	Commander review?			☑ Yes	□ No
_	(1)	Supervisor comments in-depth, clear, and concise?	Completed:		✓ Yes	□ No
-		HP 208, Accident Prevention Report, thoroughly and ac	curately completed?		<ul><li>✓ Yes</li><li>✓ Yes</li></ul>	□ No
(3) Routed within time frames?						☐ No

### Memorandum

Date:

August 11, 2008

To:

Merced Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Merced Area

File No.:

460.10533.12344

Subject:

CHAPTER 12 - OCCUPATIONAL SAFETY EVALUATION

On July 25, 2008, an Area Management Evaluation was completed at the Merced Area which focused on the Area's Occupational Safety program. After the informal evaluation was completed, the following items requiring corrective action were noted.

### 1) GOALS AND ACCOMPLISHMENTS: Action Required

- b. Area goals are not being accomplished due to an increase in patrol vehicle preventable collisions. All other goals are being met.
- b. (4) Area accidents have exceeded goals set for 2008. Currently, Merced Area has experienced three preventable patrol vehicle collisions. This exceeds Area's established goal by one collision. Area's goal for 2008 preventable collisions is two.

Action Item: In addition to the driver training awareness topic during mandated quarterly decentralized training, Area will add patrol vehicle operations and patrol vehicle safety during all scheduled training days. Additionally, field supervisors will continue to provide commentary driving during supervisory ride longs as deemed necessary.

- 2) PARTICIPATION: No Action Required
- 3) ACCIDENT AND INJURY TRENDS: Action Required
  - a. (2) The Command Occupational Safety Committee has not been reviewing the CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses entries.

Action Item: The Command Occupational Safety will begin to review these items prior to quarterly meetings.

### 4) COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC):

Action Needed

a. (7) The COSC currently meets quarterly and has not increased meeting frequency.

Action Item: The COSC will increase the frequency of meetings during times of recognized upward trends involving injuries or accidents. This will provide a quick response with recommendations of necessary action to mitigate further incidents.

### 5) **DOCUMENTATION**: Action Needed

j. (2) Specific safety training is kept electronically by the Area training coordinator utilizing the Office Training System (OTS). This information is stored on the Area database and is readily available for review.

Action Item: Specific safety training will be documented on the employees CHP 712/712A in addition to maintaining the information in the employees personnel folder as specified on the CHP 137C – Field Personnel Folder Review.

### 6) INJURY AND ILLNESS PREVENTION PROGRAM: No Action Needed

### 7) **COMMUNICATION WITH DOSH:** Action Needed

a. A random sampling of employees provided the need for training regarding procedures during a DOSH inspection.

Action Item: All employees will be briefed on procedures regarding DOSH inspections during training days or individual training.

- 8) HAZARDOUS SUBSTANCE PROGRAM: No Action Needed
- 9) HAZARDOUS EXPOSURE CONTROL PROGRAMS: No Action Needed

Merced Area Page 3 August 11, 2008

Corrective action or action steps will be taken as specified in this memorandum under "Action Items" of each heading. The corrective action or action steps will be completed within 30 days of this memorandum.

G. R. LAMERSON, Sergeant Occupational Safety Coordinator

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA DIVISION NUMBER 461 CENTRAL 401 EVALUATED BY DATE K. SMITH

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

7 07 7 700	-1611					
	ON 17-14	tional safety?				
	attitude regarding occupat				Yes	□ No
(1) Commander active in inju					☑Yes	□ No
Commander actively involved	in program?	X		- ATTINGUISED	CORRECTED	
RTICIPATION		EVALUATED :		ACTION REQUIRED	COPPENTED	□ No
(7) Are employees providing					Yes	□ No
(6) Are employees knowled	geable about goals and ac	chievements?			Yes	□ No
(5) Is CHP 113, Accident a	nd Injury Report, posted or	readily consort to				
, are they moreasing	g/decreasing?					
(4) Why are they increasing					☐ Yes	UN
(3) Are injuries increasing			-,		Yes	UN
(2) Are accidents increasi	CHP 113, Accident and Inj	jury Report?			Yes	
					Yes	□ N
D. Are goals being accomplis	considered before goals a	are established?	·		<b>P</b> Yes	
	with departmental objective		<del></del>		L Yes	□ i
	nrith day and				Yes	
(4) Are goals appropriate (5) Are goals realistic?	ely categorized?				Yes	
(4) Are goals appropriate	serious/non-traumatic injuri	ies excluded from occup	ational s	afety goals?	Yes	
(3) Are illness and	actors, exposure factors, ar	nd past experience/trend	ls consid	ered when setting goals?	Yes	
(2) Are online manual to	d in accordance with depar	tmental policy?			L Yes	
a. Is the command familiar Safety Manual, Chapter			in HPM ·	0.6, Occupational	<b>Yes</b>	
a. Is the command familiar		EVALUATED	(	ACTION REQUIRED	CORRECT	ED
Yes No	BY	\\	V SA	42_	14	for for
	Correction Report	COMMANDS	R'S REVIEW		DATE	
FOLLOW-UP REQUIRED	Informal Evaluation	The second of the second	/	2/3./08		

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Occupational safety issues discussed at staff meetings and training days?	Yes	
(4) Are safety issues in the meeting minutes?	<b>₽</b> Yes	
(5) Commander comments regarding safety issues in performance evaluations?	PYes	
(6) Does the commander ensure use of appropriate safety equipment?	Yes	
b. Are managers/supervisors actively involved in the program?	Ves	
(1) Are managers/supervisors involved in case management?	Yes	N
(2) Do they have the appropriate attitude?	Yes	N
(3) Are managers monitoring supervisors' progress and efforts to attain goals?	PYes	N
(4) Are supervisors monitoring employees' efforts?	Yes	
(5) Do managers comment on safety issues in performance evaluations?	Yes	
(6) Do supervisors comment on safety issues in performance evaluations?	Yes	
(7) Do managers/supervisors ensure the use of proper safety equipment?	Yes	N
c. Are employees actively involved in the Occupational Safety Program?	□ Yes	No
(1) Are employees involved in their case management?	Yes	No
(2) Are employees knowledgeable about safety goals?	Yes	No
(3) Are they aware of the command's achievements?	Yes	No
(4) Are employees practicing safety while performing their duties?	Yes	No
(5) Are employees reporting unsafe conditions and/or work practices?	Yes	□ No
(6) Do employees work cooperatively to minimize hazards?	□ Yes	□ No
(7) Do employees offer suggestions to improve occupational safety?	- Yes	□ No
(8) Is employee equipment properly used and maintained?	Yes	□ No
ACCIDENT AND INJURY TRENDS EVALUATED ACTION REQUIRED	CORRECTED	
a. Commander's method of identifying trends? PIN MAPS, SWITES REPARTS, T	FRICT-1465	<i>;</i> ,
(1) Are accidents and injuries being monitored to identify trends?	Yes	□ No
(2) Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	Yes	
(3) Are personnel in the command aware of current and potential trends?	Yes	□ No
What corrective action has the command taken when a trend has been identified?		
NO TRENDS IDENTIFIED TO DATE		

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	Yes	□ No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)  EVALUATED  ACTION REQUIRED	CORRECTE	
a. What is the composition of the COSC?	L	
	- Innervis	
ASM, JANITOR, PATROL OFFICER	ECHAL DU	TY OFFIC
(1) Is there representation from each collective bargaining unit?	Yes	
(2) Management and supervisory representation?	Yes Yes	□ No
(3) Command Safety Coordinator assigned?	Le Yes	□ No
(4) Command Safety Coordinator active and effective?	Yes	□ No
(5) Are committee assignments rotated?		□ No
(6) COSC meetings held quarterly?	Yes	No
(7) Are meetings held more frequently when goals are not being attained?	Yes	No No
(8) Do all committee members attend the meetings?	☐ Yes	No
b. Are roles and responsibilities defined in accordance with IIPP?	₩ Yes	No
(1) Do committee members understand their roles and responsibilities?	Yes	☐ No
(2) Is an agenda prepared prior to the meeting?	Yes	□ No
	Yes	□ No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?      (4) Are these minutes utilized for Area meetings?	Yes	□ No
(5) Are assignments given during Area meetings?	Yes	□ No
	PYes	□ No
- Proposition and according to	Yes	□ No
(1) Recording secretary appointed?	Yes	□ No
(2) Minutes posted on command's Occupational Safety Board?	Yes	□ No
(3) Are minutes included in IIPP file?	Yes	□ No
(4) Minutes maintained current year, plus three?	Yes	☐ No
(5) Minutes forwarded through channels?	<b>□</b> Yes	□ No
. Is the COSC effective?	Yes	□ No
(1) Are COSC recommendations clear, concise and pertinent to the command?	Yes	□ No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	₩ Yes	□ No
(3) COSC disseminate current information and training regarding health and safety issues?	Yes	□ No
Do all personnel receive current information regarding health and safety?	Yes	□ No
Are outside agency safety programs utilized as a resource?	Yes	□ No
Does the command maintain an effective health and safety communications system?		

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

ं(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?	⊡ Yes	☐ No
(2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	Pres	□No
(3) Do all members of the command participate in distribution of safety and health information?	□Yes	☐ No
(4) COSC minutes posted in a timety manner?	Ves	☐ No
(5) Required posters prominently displayed?	Yes	☐ No
(6) COSC maintain the Command Occupational Safety Bulletin Board?	Yes	□ No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?	Yes	□ No
5. DOCUMENTATION EVALUATED X ACTION REQUIRED	CORRECTED	
a. STD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and filed in the employee's field folder?	Yes	☐ No
b. DMV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized to request driver's license record check and filed in the employee's field folder?	☐ Yes	₩ No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?	Yes	☐ No
(1) Are required injuries and illnesses logged?	Yes	□ No
(2) Entries made within six working days of notification of an employee injury or illness?	Yes	☐ No
(3) Is lost-time and limited-duty documentation accurate?	PYes P	☐ No
(4) Retention according to policy?	Yes	□ No
(5) Readily accessible for review by Cal-OSHA?	Yes	☐ No
(6) Previous calendar year log posted during February?	Yes	□ No
d. Are CHP 113s, Accident and Injury Report, compiled accurately?	Yes	□ No
(1) Commander review and sign?	Yes	□ No
(2) CHP 113s and attachments processed in a timely manner?	Yes	□ No
e. Does the command utilize the CHP 113A, Safety Inspection Checklist?	Yes	□No
(1) Are semiannual safety inspections conducted?	Yes	☐ No
(2) Are safety hazards identified?	Yes	□ No
(3) Is corrective action taken within 30 days?	₩ Yes	□ No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	☐ Yes	□ No
f. Are unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	Ves	□ No
(1) Measures taken to correct situation within 30 days?	₽Yes	□ No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?	Yes	□ No
g. Are the CHP 121 series thoroughly and accurately completed?	Yes	□ No
(1) Supervisory comments in-depth, clear, and concise?	Yes	□ No
(2) Commander signature on appropriate forms?	PYes	□ No
	v	

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(3) Routed within time frames?	PYes	□ No
h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?	Yes	□ No
(1) Supervisor comments in-depth, clear, and concise?	Yes	No
(2) Commander review?		□ No
(3) Commander signs appropriate form?	Yes	□ No
(4) Properly routed within time limits?	Yes	□ No
i. Are injuries and accidents documented on CHP 442, Individual Accident, Injury and Safety Recognition Rec	cord? Yes	☐ No
(1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current?	Yes	☐ No
(2) Safety recognition emblem summary current?	Yes	
j. Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current?	Yes	No
(1) Is specific safety training documented on CHP 712, Employee Emergency Action Plan Review?	Ves	☐ No
(2) Copies maintained with IIPP file?	Ves	N₀
6. INJURY AND ILLNESS PREVENTION PROGRAM  EVALUATED  ACTION REQUIRED	CORRECTED	***************************************
a. Command specific IIPP on file?	Yes	☐ No
(1) Is the program effective?	Yes	☐ No
(2) Contains all required documents?	Yes	☐ No
(3) Discussed with all employees?	Yes	□ No
(4) All employees understand their roles and responsibilities?	Yes	☐ No
(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?	Yes	□ No
(6) New employees review and complete CHP 712A, Injury and Illness Prevention Program Orientation and Review?	Yes	□ No
(7) Are unsafe hazards or conditions identified, investigated, corrected, and documented?	☐ Yes	□ No
(8) Is required documentation maintained according to policy?	Yes	☐ No
. COMMUNICATION WITH DOSH	CORRECTED	
a. Employees aware of procedures regarding DOSH inspections?	Yes	□ No
b. Command's documents readily available for review by DOSH Compliance Officer?	Yes	□ No
HAZARDOUS SUBSTANCE PROGRAM  EVALUATED  ACTION REQUIRED	CORRECTED	
a. Does command have a written Hazardous Substance Program for substances used within that command?	Yes	□ No
(1) Are hazardous substances identified and properly labeled?	PYes	□ No
(2) Warning signs posted?	Yes	□ No
(3) Material Safety Data Sheets readily available?	Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

(5) Training documented?			U Yes	
(6) Employees informed of their right to applicable medi	cal and exposure information	on?	Yes	
. HAZARDOUS EXPOSURE CONTROL PROGRAMS	EVALUATED	ACTION REQUIRED	CORRECTED	
Activities identified within command that may require expo	osure to hazardous condition	ons?	Yes	☐ No
(1) Appropriate engineering and/or administrative controls implemented?			PYes .	□No
(2) Protective equipment provided in accordance with bargaining unit agreements?			Ves	☐ No
(3) Employees trained on use and maintenance of equipment?			Yes	□ No
(4) Training documented?			Yes	□ No

DIL RECORD INFORMATION TO CONFIRM D.L.
BEING VALID. AREA RELIES ON STATE WIDE
PULL NOTICE AND SUPERVISORS VERIEY A
CURRENT DRIVERS LIC. WITH EMPLOYEE AT
THE TIME OF THEIR YEARLY EVAL.

epartment of California Highway Patrol REA MANAGEMENT EVALUATION papter 12 CCUPATIONAL SAFETY	Area 464	Division 401	Number
	Evaluated (	By Sgt. Dave Wymore	Date 08/07/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐Formal	]Informal	Suspense Date			
Follow-up Required ⊠Yes □No	Correction Report		der's Review		
1. GOALS AND ACCOM	PLISHMENTS	Evaluated Action Required Corrected			ted
a. Is the command fam in HPM 10.6, Chapter 1	a. Is the command familiar with the Occupational Safety Program as outlined in HPM 10.6, Chapter 13?				
(1) Are goals develo	ped in accordance with d	epartmental polic	y?	⊠Yes	□No
(2) Are environmenta trends considered wh	al factors, exposure facto nen setting goals?	rs, and past expe	rience/	⊠Yes	□No
(3) Are illnesses and non-serious/non-traumatic injuries excluded from occupational safety goals?			⊠Yes	□No	
(4) Are goals appropriately categorized?			⊠Yes	□No	
(5) Are goals realistic?			⊠Yes	□No	
(6) Are goals consistent with departmental objectives?			⊠Yes	□No	
(7) Is input from all levels considered before goals are established?			⊠Yes	□No	
b. Are goals being accomplished?			⊠Yes	□No	
(1) Accurate reporting on CHP 113?			⊠Yes	□No	
(2) Are accidents inc	reasing?			□Yes	⊠No
(3) Are injuries increa	asing?			∐Yes	⊠No
(4) Why are they incr	easing/decreasing?				
(5) Is CHP 113 poste	ed or readily accessible?			⊠Yes	□No
(6) Are employees kr	nowledgeable about goal	s and achieveme	nts?	⊠Yes	□No
(7) Are employees pr	oviding suggestions toward	ard goal attainme	nt?	⊠Yes	□No
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### AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

2. PARTICIPATION	Evaluated	Action Required	Corrected	
a. Commander actively involved in prog	a. Commander actively involved in program?			□No
(1) Commander active in injury/illnes	s case management?	>	⊠Yes	□No
(2) What is the commander's attitude discussions, staff meetings, briefings, train	regarding occupationing days, occupation	nal safety? Actively i al safety meetings ar	involved thro nd one on on	ugh e.
(3) Occupational safety issues discus	⊠Yes	□No		
(4) Are safety issues in the meeting r	minutes?		⊠Yes	□No
(5) Commander comments regarding	safety issues in perf	formance evaluations	? XYes	□No
(6) Does the commander ensure use	of appropriate safety	equipment?	⊠Yes	□No
b. Are managers/supervisors actively in	b. Are managers/supervisors actively involved in the program?			□No
(1) Are managers/supervisors involved in case management?			⊠Yes	□No
(2) Do they have the appropriate attitude?			⊠Yes	□No
(3) Are managers monitoring supervisors' progress and efforts to attain goals?				□No
(4) Are supervisors monitoring employees' efforts?				□No
(5) Do managers comment on safety issues in performance evaluations?				□No
(6) Do supervisors comment on safety issues in performance evaluations?				□No
(7) Do managers/supervisors ensure the use of proper safety equipment?				□No
c. Are employees actively involved in the Occupational Safety Program?			⊠Yes	□No
(1) Are employees involved in their case management?			⊠Yes	□No
(2) Are employees knowledgeable at	oout safety goals?		⊠Yes	□No
(3) Are they aware of the command's	achievements?		⊠Yes	□No
(4) Are employees practicing safety v	vhile performing their	duties?	⊠Yes	□No
(5) Are employees reporting unsafe of	conditions and/or wor	k practices?	⊠Yes	□No
(6) Do employees work cooperatively	to minimize hazards	3?	⊠Yes	□No
(7) Do employees offer suggestions t	o improve occupation	nal safety?	∐Yes	□No
(8) Is employees' equipment properly	used and maintaine	d?	∐Yes	□No
3. ACCIDENT AND INJURY TRENDS	Evaluated	Action Required	Corrected	
a. Commander's method of identifying to	rends? Staff meeting	gs, review records ar	nd related re	ports.

### AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

(1) Are accidents and injuries being n	(1) Are accidents and injuries being monitored to identify trends?			□No
(2) Is the Occupational Safety Committee reviewing CHP 113, OSHA 200 Log entries, prior meeting minutes?			⊠Yes	□No
(3) Are personnel in the command av	vare of current and pe	otential trends?	⊠Yes	□No
b. What corrective action has the commidentified.	and taken when a tre	end has been identifi	ed? No trend	ds
(1) Is commander, the managers, sur corrective actions?	pervisors, actively im	plementing	⊠Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Evaluated	Action Required ⊠	Corrected	
a. What is the composition of the COSC	? Commander, 1 se	ergeant, 2 officers, 1	CVIS and 1	
clerical.				-
(1) Is there representation from each collective bargaining unit?			 ⊠Yes	□No
(2) Management and supervisory representation?			⊠Yes	□No
(3) Command Safety Coordinator assigned?			⊠Yes	□No
(4) Command Safety Coordinator active and effective?			□No	
(5) Are Committee assignments rotated?			□No	
(6) COSC meetings held quarterly?			□No	
(7) Are meetings held more frequently when goals are not being attained?			□No	
(8) Do all Committee members attend			⊠Yes	□No
b. Are roles and responsibilities defined	in accordance with I	IPP?	⊠Yes	□No
(1) Do Committee members understa	nd their roles and re	sponsibilities?	⊠Yes	□No
(2) Is an agenda prepared prior to the	meeting?		⊠Yes	□No
(3) Are departmental and Division Ocreadily available?	cupational Safety me	eeting minutes	⊠Yes	□No
(4) Are these minutes utilized for Area	meetings?		⊠Yes	□No
(5) Are assignments given during Are	a meetings?		⊠Yes	□No
c. Minutes prepared for the COSC meet	ing?		⊠Yes	□No
(1) Recording secretary appointed?			⊠Yes	□No
(2) Minutes posted on command's Occupational Safety Board?			⊠Yes	□No

### AREA MANAGEMENT EVALUATION Chapter 12

Chapter 12	
OCCUPATIONAL	SAFFTY

(3) Are minutes included in IIPP file?		9	⊠Yes	□No
(4) Minutes maintained current year,	plus three?		∐Yes	⊠No
(5) Minutes forwarded through chann	iels?		⊠Yes	□No
d. Is the COSC effective?			⊠Yes	□No
(1) Are COSC recommendations clea	ar, concise and pertin	ent to the command?	? ⊠Yes	□No
(2) COSC proactive to eliminate pote	ntial causes of accide	ents and injuries?	⊠Yes	□No
(3) COSC disseminate information/tra	aining regarding heal	th and safety issues?	Yes	□No
e. Do all personnel receive current infor	mation regarding hea	alth and safety?	⊠Yes	□No
f. Are outside agency safety programs u	utilized as a resource	?	⊠Yes	□No
g. Does the command maintain an effect	ctive health/safety co	mmunications systen	n? ⊠Yes	□No
(1) Potential hazards reported on CH	P 113B?		⊠Yes	□No
(2) Are findings of the 113B report dis	sseminated according	g to policy?	⊠Yes	□No
(3) Do all members of the command and health information?	participate in distribut	tion of safety	⊠Yes	□No
(4) COSC minutes posted in a timely manner?				□No
(5) Required posters prominently displayed?			⊠Yes	□No
(6) COSC maintain the Command Occupational Safety Bulletin Board?			⊠Yes	□No
(7) Are responsibilities for the Occupa assigned to specific members?	ational Safety Bulletin	Board contents	⊠Yes	□No
5. DOCUMENTATION	Evaluated	Action Required	Corrected	
a. STD 261s completed annually and file	ed in employee's field	d folder?	⊠Yes	□No
b. DMV INF 254 utilized to request driver's license record check and filed in the employee's field folder?				⊠No
c. OSHA 200 Log utilized?			⊠Yes	□No
(1) Are required injuries and illnesses	logged?		⊠Yes	□No
(2) Entries made within six working days of notification of an employee injury or illness?				□No
(3) Is lost-time and limited-duty docur	mentation accurate?		⊠Yes	□No
(4) Retention according to policy?			⊠Yes	□No
(5) Readily accessible for review by C	Cal-OSHA?		⊠Yes	□No
(6) Previous calendar year Log poste	d during February?		⊠Yes	□No
d. Are CHP 113s compiled accurately?			⊠Yes	□No
(1) Commander review and sign?			⊠Yes	□No

### AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

(2) CHP 113s and attachments processed in timely manner?			⊠Yes	□No
e. Does the command utilize the CHP 1	13A?		⊠Yes	□No
(1) Are semi-annual safety inspection	ns conducted?		⊠Yes	□No
(2) Are safety hazards identified?			⊠Yes	□No
(3) Is corrective action taken within 3	0 days?		⊠Yes	□No
(4) CHP 113A maintained with IIPP a	nd retained accordin	g to policy?	⊠Yes	□No
f. Are unsafe conditions identified and d	ocumented on CHP	113B?	⊠Yes	□No
(1) Measures taken to correct situation	on within 30 days?		⊠Yes	□No
(2) Copy of CHP 113B filed or attach	ed to IIPP?		⊠Yes	□No
g. Are the CHP 121 series forms thorou	ghly and accurately o	completed?	⊠Yes	□No
(1) Supervisory comments in-depth, (	clear and concise?		⊠Yes	□No
(2) Commander signature on appropri	riate forms?		⊠Yes	□No
(3) Routed within time frames?			⊠Yes	□No
h. Is CHP 208 form thoroughly and accurately completed?			⊠Yes	□No
(1) Supervisor comments in-depth, clear and concise?			⊠Yes	□No
(2) Commander review?			⊠Yes	□No
(3) Commander signs appropriate form?			⊠Yes	□No
(4) Properly routed within time limits?			⊠Yes	□No
i. Are injuries and accidents documented on CHP 442?			⊠Yes	□No
(1) Are CHP 442s current?			⊠Yes	□No
(2) Safety recognition emblem summ	ary current?		⊠Yes	□No
j. Are CHP 712As kept current?			⊠Yes	□No
(1) Is specific safety training docume	nted on CHP 712?		⊠Yes	□No
(2) Copies maintained with IIPP file?			∐Yes	⊠No
6. INJURY AND ILLNESS PREVENTION PROGRAM	Evaluated	Action Required	Corrected	
a. Command specific IIPP on file?			⊠Yes	□No
(1) Is the program effective?			⊠Yes	□No
(2) Contains all required documents?			⊠Yes	□No
(3) Discussed with all employees?			⊠Yes	□No
(4) All employees understand their ro	les and responsibiliti	es?	⊠Yes	□No
(5) Each employee completed CHP 7	'12A?		⊠Yes	□No

### AREA MANAGEMENT EVALUATION Chapter 12 OCCUPATIONAL SAFETY

(6) New employees review and complete CHP 712A?			⊠Yes	□No
(7) Are unsafe conditions identified, i	nvestigated, correcte	d and documented?	⊠Yes	□No
(8) Is required documentation mainta	ined according to pol	icy?	⊠Yes	□No
7. COMMUNICATION WITH DOSH	Evaluated 🖂	Action Required	Corrected	
a. Employees aware of procedures rega	arding DOSH inspect	ions?	⊠Yes	□No
b. Command's documents available for	review by DOSH Co	mpliance Officer?	⊠Yes	□No
8. HAZARDOUS SUBSTANCE PROGRAM	Evaluated 🖂	Action Required	Corrected	
a. Does command have a written Hazardous Substance Program for substances used within that command?				□No
(1) Are hazardous substances identified and properly labeled?			⊠Yes	□No
(2) Warning signs posted?			⊠Yes	□No
(3) Material Safety Data Sheets readily available?			⊠Yes	□No
(4) Employees receive training?			⊠Yes	□No
(5) Training documented?			⊠Yes	□No
(6) Employees informed of their right information?	to applicable medica	l and exposure	⊠Yes	□No
9. HAZARDOUS EXPOSURE CONTROL PROGRAMS	Evaluated	Action Required	Corrected	
a. Activities identified within command the hazardous conditions?	nat may require expo	sure to	⊠Yes	□No
(1) Appropriate engineering and/or ac	Iministrative controls	implemented?	⊠Yes	□No
(2) Protective equipment provided per	r bargaining unit agre	eements?	⊠Yes	□No
(3) Employees trained on use and ma	intenance of equipm	ent?	⊠Yes	□No
(4) Training documented?			⊠Yes	□No

**COMMENTS** ACTION REQUIRED: Section 4. (c) (4) - Current Area Occupational Safety Minutes were included in the IIPP file. IIPP file presently has the current year minutes, plus the jast three.

## REA MANAGEMENT EVALUATION CCUPATIONAL SAFETY

1P 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Modesto	Central	465
EVALUATED BY		DATÉ
Sergeant J.M.Me	ears	12/09/2008

ISTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this rm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer dividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information in be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, complishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This is mean be completed in pen or pencil, and the Supplement can be handwritten if desired.

DATE 2/3//08 PS REVIEW  DATE  C1.15.69  ACTION REQUIRED CORRECTED
01.15.69
ACTION REQUIRED CORRECTED
NO CONTESTED
in HPM 10.6, Occupational ☑ Yes ☐ No
☑ Yes ☐ No
ds considered when setting goals? 🛛 Yes 🔲 No
oational safety goals?
☑ Yes ☐ No
☐ Yes ☑ No
☐ Yes ☑ No
pear to be consistent over the past three years and are not
☑ Yes ☐ No
☑ Yes ☐ No
☑ Yes ☐ No
NO CORRECTED
☑ Yes ☐ No
☑ Yes ☐ No
An area supervisor, a special duty officer and a randomly
ith the Occupational Safety Program. Additionally, the
n the work place.
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### REA MANAGEMENT EVALUATION

CCUPATIONAL SAFETY	
IP 453M (Rev. 5-06) OPI 009	

	(3) Occupational safety issues discussed at staff meeting	gs ar	nd training days?			☑ Yes	☐ No
	(4) Are safety issues in the meeting minutes?					✓ Yes	☐ No
	(5) Commander comments regarding safety issues in per	rform	nance evaluations?			☑ Yes	☐ No
(	(6) Does the commander ensure use of appropriate safet	ty eq	uipment?				☐ No
b. /	Are managers/supervisors actively involved in the progran	n?					☐ No
(	(1) Are managers/supervisors involved in case managem	nent?					☐ No
(	(2) Do they have the appropriate attitude?				1100		□No
(	(3) Are managers monitoring supervisors' progress and e	efforts	s to attain goals?			✓ Yes	□No
(4	(4) Are supervisors monitoring employees' efforts?					✓ Yes	☐ No
(	(5) Do managers comment on safety issues in performan	ice e	valuations?			✓ Yes	□No
(6	(6) Do supervisors comment on safety issues in performa	ance	evaluations?			☑ Yes	☐ No
(7	7) Do managers/supervisors ensure the use of proper sa	afety	equipment?			☑ Yes	□No
э. A	Are employees actively involved in the Occupational Safety	y Prc	gram?			☑ Yes	□No
(1	Are employees involved in their case management?					☑ Yes	□No
(2	Are employees knowledgeable about safety goals?					☑ Yes	☐ No
(3	3) Are they aware of the command's achievements?					☑ Yes	☐ No
(4	4) Are employees practicing safety while performing their	r duti	es?			☑ Yes	□ No
(5	5) Are employees reporting unsafe conditions and/or wor	k pra	ictices?			☑ Yes	□No
(6	Do employees work cooperatively to minimize hazards	3?				☑ Yes	□No
(7	7) Do employees offer suggestions to improve occupation	nal sa	afety?			☑ Yes	□No
(8)	3) Is employee equipment properly used and maintained?	?				☑ Yes	☐ No
/CCI	IDENT AND INJURY TRENDS		YES		NO REQUIRED	CORRECTED	
 ı. Co	ommander's method of identifying trends? The C	 Comi		ends	by reviewing the CH	IP 113 and solic	its
	formation form the area supervisors.						
_				-			
(1)	) Are accidents and injuries being monitored to identify tr	rends	3?			☑ Yes	☐ No
(2)	) Is the Occupational Safety Committee reviewing CHP 1 Log of Occupational Injuries and Illnesses, entries, prior	113, <i>I</i> r me	Accident and Injury feting minutes?	Repo	nt, OSHA 300,	√ Yes	□No
(3)	Are personnel in the command aware of current and po	otenti	al trends?			☑ Yes	☐ No
. Wh	hat corrective action has the command taken when a tren	d ha	s been identified?		The area superviso	rs evaluate each	injury
and	d accident as they occur. Corrective actions which have a	a def	ined trend are addre	ssed	immediately to prev	ent further incid	lents from
000	curring. Currently the area has had no identifiable trend t	that r	needs to be corrected	d.			
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## REA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

HP 453M (Rev. 5-06) OPI 009

(1) Are commanders, managers, and supervisors actively implementing corrective actions?	☑ Yes	☐ No
COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)    EVALUATED   ACTION REQUIRE   NO	D CORRECTED	
a. What is the composition of the COSC? The Command Occupational Safety Committee is compr	ised of Captain Dunca	n as the
Chairperson, Sergeant Mahnke as the Area Occupational Safety Coordinator and the four remaining a	s committee members	. The
committee has representation from each of the bargaining units.		
(1) Is there representation from each collective bargaining unit?	☑ Yes	☐ No
(2) Management and supervisory representation?	☑ Yes	☐ No
(3) Command Safety Coordinator assigned?	☑ Yes	□ No
(4) Command Safety Coordinator active and effective?	☑ Yes	□ No
(5) Are committee assignments rotated?	☑ Yes	☐ No
(6) COSC meetings held quarterly?	☑ Yes	□No
(7) Are meetings held more frequently when goals are not being attained?	✓ Yes	□No
(8) Do all committee members attend the meetings?		☐ No
b. Are roles and responsibilities defined in accordance with IIPP?	✓ Yes	□No
(1) Do committee members understand their roles and responsibilities?	✓ Yes	□ No
(2) Is an agenda prepared prior to the meeting?	☑ Yes	□No
(3) Are departmental and Division Occupational Safety meetings minutes readily available?	√ Yes	□ No
(4) Are these minutes utilized for Area meetings?	√ Yes	□ No
(5) Are assignments given during Area meetings?	✓ Yes	□ No
c. Minutes prepared for the COSC meeting?		☐ No
(1) Recording secretary appointed?	☐ Yes	☑ No
(2) Minutes posted on command's Occupational Safety Board?	✓ Yes	□ No
(3) Are minutes included in IIPP file?	✓ Yes	□ No
(4) Minutes maintained current year, plus three?	✓ Yes	□ No
(5) Minutes forwarded through channels?		☐ No
d. Is the COSC effective?	☑ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent to the command?	☑ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents and injuries?	√ Yes	☐ No
(3) COSC disseminate current information and training regarding health and safety issues?	☑ Yes	□No
Do all personnel receive current information regarding health and safety?	√ Yes	☐ No
Are outside agency safety programs utilized as a resource?	☐ Yes	☑ No
Does the command maintain an effective health and safety communications system?	√ Yes	☐ No

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## REA MANAGEMENT EVALUATION CCUPATIONAL SAFETY

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· <del></del>	Potential hazards reported on CHP 113B, Hazard Report/Inspection?	√ Yes	□No
	2) Are findings of the 113B, Hazard Report/Inspection, report disseminated according to policy?	✓ Yes	□ No
(3		V Yes	 No
	COSC minutes posted in a timely manner?	✓ Yes	□ No
		 ✓ Yes	☐ No
(5		✓ Yes	□ No
(6			No
	Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members  [EVALUATED ACTION REQUIRED]	CORRECTED	
DOC	JMENTATION YES NO		
	TD 261s, Authorization to Use Privately Owned Vehicles on State Business, completed annually and ed in the employee's field folder?	☑ Yes	□ No
	MV INF 254, Government Agency Request for Driver License/Identification Record Information, utilized request driver's license record check and filed in the employee's field folder?	☑ Yes	□ No
c. OS	SHA 300, Log of Occupational Injury and Illnesses, utilized?	√ Yes	☐ No
(1)	Are required injuries and illnesses logged?	√ Yes	☐ No
(2)	Entries made within six working days of notification of an employee injury or illness?		□No
(3)	Is lost-time and limited-duty documentation accurate?	√ Yes	☐ No
(4)	Retention according to policy?		☐ No
(5)	Readily accessible for review by Cal-OSHA?	√ Yes	☐ No
(6)	Previous calendar year log posted during February?	☑ Yes	□ No
d. Are	CHP 113s, Accident and Injury Report, compiled accurately?	✓ Yes	☐ No
(1)	Commander review and sign?		☐ No
(2)	CHP 113s and attachments processed in a timely manner?	✓ Yes	□ No
э. Do	es the command utilize the CHP 113A, Safety Inspection Checklist?	✓ Yes	☐ No
(1)	Are semiannual safety inspections conducted?	√ Yes	☐ No
(2)	Are safety hazards identified?	☑ Yes	□No
(3)	Is corrective action taken within 30 days?	√ Yes	☐ No
(4)	CHP 113A, Safety Inspection Checklist, maintained with IIPP and retained according to policy?	☑ Yes	☐ No
Are	unsafe conditions identified and documented on CHP 113B, Hazard Report/Inspection?	√ Yes	□No
(1)	Measures taken to correct situation within 30 days?		☐ No
(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attached to IIPP?		□ No
. Are	the CHP 121 series thoroughly and accurately completed?	✓ Yes	☐ No
(1)	Supervisory comments in-depth, clear, and concise?		□ No
(2)	Commander signature on appropriate forms?	✓ Yes	☐ No

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## REA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

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	(3)	) Routed within time frames?				☑ Yes	☐ No
h.	ls	CHP 208, Accident Prevention Report, thoroughly and accur	rately completed?			☑ Yes	☐ No
	(1)	) Supervisor comments in-depth, clear, and concise?				☑ Yes	☐ No
\	(2)	Commander review?				√ Yes	☐ No
	(3)	Commander signs appropriate form?				☑ Yes	☐ No
*********	(4)	Properly routed within time limits?				☑ Yes	□No
i.	Аге	injuries and accidents documented on CHP 442, Individual	Accident, Injury a	nd Safe	ety Recognition Record?	Yes	□ No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Reco	gnition Record, c	urrent?		☑ Yes	☐ No
	(2)	Safety recognition emblem summary current?				☑ Yes	☐ No
j. <i>i</i>	Are	CHP 712As, Injury and Illness Prevention Program Orientat	ion and Review, k	cept cur	rent?	☑ Yes	☐ No
	(1)	Is specific safety training documented on CHP 712, Employ	yee Emergency A	ction P	lan Review?	√ Yes	☐ No
	(2)	Copies maintained with IIPP file?				☑ Yes	☐ No
INJ	UR'	Y AND ILLNESS PREVENTION PROGRAM	YES		NO REQUIRED	CORRECTED	
a.	Cor	mmand specific IIPP on file?				☑ Yes	☐ No
	(1)	Is the program effective?				☑ Yes	□No
(	(2)	Contains all required documents?				☑ Yes	☐ No
(	(3)	Discussed with all employees?				☑ Yes	□No
(	4)	All employees understand their roles and responsibilities?	i i			☑ Yes	☐ No
(	5)	Each employee completed CHP 712A, Injury and Illness Pro	evention Program	Orient	ation and Review?	☑ Yes	☐ No
(		New employees review and complete CHP 712A, Injury and and Review?	d Illness Prevention	on Prog	ram Orientation	✓ Yes	□ No
(	7)	Are unsafe hazards or conditions identified, investigated, co	orrected, and docu	umente	d?	☑ Yes	☐ No
(8	B)	Is required documentation maintained according to policy?	4:5			☑ Yes	☐ No
CON	IMU	JNICATION WITH DOSH	YES YES		ACTION REQUIRED NO	CORRECTED	
а. Е	mp	oloyees aware of procedures regarding DOSH inspections?				☑ Yes	☐ No
o. C	om	mand's documents readily available for review by DOSH Co	mpliance Officer	?	2	☑ Yes	☐ No
1AZ	ARI	DOUS SUBSTANCE PROGRAM	YES		ACTION REQUIRED NO	CORRECTED	
i. D	a. Does command have a written Hazardous Substance Program for substances used within that command?					✓ Yes.	☐ No
(1	(1) Are hazardous substances identified and properly labeled?					☑ Yes	□ No
(2	:) V	Warning signs posted?				☑ Yes	□ No
(3	) 1	Material Safety Data Sheets readily available?				☑ Yes	□ No
(4	) E	Employees receive training?		96		√ Yes	□No

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#### **REA MANAGEMENT EVALUATION**

### OCCUPATIONAL SAFETY

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(5	) Training documented?				☐ No
(6	) Employees informed of their right to applicable medi	☑ Yes	□ No		
HAZA	ARDOUS EXPOSURE CONTROL PROGRAMS	YES YES	ACTION REQUIRED NO	CORRECTED	
a. Ad	a. Activities identified within command that may require exposure to hazardous conditions?				
(1)	(1) Appropriate engineering and/or administrative controls implemented?				☐ No
(2)	(2) Protective equipment provided in accordance with bargaining unit agreements?				
(3)	(3) Employees trained on use and maintenance of equipment?				
(4)	Training documented?			☑ Yes	☐ No

SUBJECT: AUDIT - Chapter 12 inspection (O SECTIONS	ccupational Safety)  COMMENTS	DATE: 12/09/2008
SEC.HONS	Sergeant Mahnke, ID 10201, is the Modesto Are Safety Coordinator and provided information re Occupational Safety Program. Additionally, on field officer were polled regarding the area's Occupational The Modesto Area follows HPM 10.6 guidelines set forth in the Injury and Illness Prese (IIPP) to ensure a successful program.	garding the Area e special duty and one ccupational Safety 5, HPM 10.7 and
1. Goals and Accomplishments	The Modesto Area has developed reasonable and itself by reviewing the past three years injuries a establish their goals. The CHP 113 is utilized to Currently the area is on track and should not excarge attributes some of their success to the follow 1. Consistent and diligent attention to the SROV 2. Discussions at area training days regarding we 3. Monthly evaluations promoting occupational 4. Supervision and Management's desire to creat	and accidents to track their goals. Exceed their goal. The wing:  T's at briefings. Fork place safety.
2. Participation	According to Sgt. Mahnke, the Commander is very active in the Occupational Safety Program. Area routinely make comments on employee's month regarding safety issues. The commander makes area safety concerns at training days. Area employers it was appreciated for the Occupational Safety Programminutes of talking with the employees it was apprecedent of the program and knew more than they Employees have an understanding that it is their work safely and when an unsafe condition exists addressed immediately. Currently, the area Occup Committee (DOSC) meetings. The DOSC meeting another sergeant. The DOSC is informative and COSC coordinators responsibilities to attend more	a supervisors ly evaluations it a point to mention oyees said they had gram, but after a few parent they knew the realized. responsibility to it needs to be apational Safety ational Safety ngs are attended by should be part of the
. Accidents and Injury Trends Refer to report	Refer to inspection report.	
Command Occupational Safety Committee (COSC)	The COSC meeting is held regularly each quarter Division Occupational Safety Committee meeting prepared by the COSC Coordinator. A copy of the in the briefing room and another copy forwarded members of the committee know their roles and representational safety posters through out the office easily viewed for all to see.	g. The minutes are ne minutes is posted to Division. The esponsibilities and office has numerous

## AREA MANAGEMENT EVALUATION SUPPLEMENT CHP 454 (Rev. 5-06) OPI 009

CHP 454 (Rev. 5-06) OPI 009	TI OTDO(1) - (A. Alexinstian to proprietally around valiation on
5. Documentation	The STD261's (Authorization to use privately owned vehicles on state business) are completed annually at the time of each employees annual evaluation. The area currently has no need to utilize outside agencies as resource. The CHP 113a (Safety Check List) is used semi annually to identify potential hazards. Any discrepancies are resolved within a timely manner. The CHP113 is posted in the briefing room for review. The OSHA300 is kept in an Area's command file available for review. The CHP208 (Accident Prevention Reports) are reviewed through the chain of command for accuracy.
6. Injury and Illness Prevention	The area has a complete IIPP on file and available in the area's publications library. Employees are aware of the purpose of the IIPP and aware of its location. The IIPP contents appear to be up to date and current. Upon the arrival of new employees to the area, part of the orientation process is to have employees familiarize themselves with the IIPP and its location in the area's publications library.
7. Communication with DOSH	Polls of two employees showed that they were aware of the Department of Occupational Safety (DOSH) inspections. They both knew the command's documents were kept in the publications library located in the front office if ever asked by a DOSH compliance officer during an inspection.
8. Hazardous Substance Program	The area currently has a written hazardous substance plan for substances used within the command. The area utilizes a City of Modesto Hazardous Materials Area Response Plan. The City of Modesto requires their forms and documents be utilized to be in compliance with local statute. The Material Safety Data Sheets are readily available in the sergeant's office library.
9. Hazardous Exposure Control Programs	The hazardous exposure control programs are contained in the City of Modesto Hazardous Materials Area Response Plan. The City of Modesto requires their forms and documents be utilized to be in compliance with local statute.
	Overall, the Modesto Area Occupational Safety Program is successful. This is no one thing that can be attributed to this, but Modesto employees have a sense of working safety everyday. The office is clean and well organized, which may play a part in its success. The area has reasonable goals set and is on track to meet them. There appears to be no apparent reason this should change in the near future.

# PEPARTMENT OF CALIFORN'S HIGHWAY PATROL AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

HP 453M (Rev. 5-06) OPI 009

AKEA	DIVISION	NUMBER
480	Central	
EVALUATED BY		DATE
Sergeant J. R. A	laniz	8-28-2008

NSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this orm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer adividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This orm can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EV	ALUATION  Al Evaluation	SUSPENSE DATE		
DLLOW-UP		COMMANDER'S REVIEW	DATE 9, 4.	.08
. GOAL	S AND ACCOMPLISHMENTS	Sergeant Alaniz	CORRECTED	(10)
	he command familiar with the Occupational Safety fety Manual, Chapter 13?	Program as outlined in HPM 10.6, Occupational	✓ Yes	□ No
(1)	Are goals developed in accordance with departm	ental policy?		 No
(2)	Are environmental factors, exposure factors, and	past experience/trends considered when setting go	als? 📝 Yes	☐ No
(3)	Are illness and non-serious/non-traumatic injuries	excluded from occupational safety goals?	✓ Yes	□ No
(4)	Are goals appropriately categorized?		✓ Yes	□ No
(5)	Are goals realistic?		✓ Yes	□No
(6)	Are goals consistent with departmental objectives	?	✓ Yes	□ No
(7)	Is input from all levels considered before goals ar	established?	☑ Yes	□ No
b. Are	goals being accomplished?		✓ Yes	□ No
(1)	Accurate reporting on CHP 113, Accident and Inju	ry Report?	✓ Yes	□ No
(2)	Are accidents increasing?		☐ Yes	☑ No
(3)	Are injuries increasing?		☐ Yes [	☑ No
(4)	Why are they increasing/decreasing? A review of	faccidents and injuries for the last three years was	conducted. Area ha	ad five
	accidents in 2006, six accidents in 2007 and three	in 2008. The decrease is attributed to the aggressi	ve management by	managers
	and supervisors and the increased awareness and p	articipation by employees.		
(5)	is CHP 113, Accident and Injury Report, posted o	readily accessible?	☐ Yes [	☑ No
(6)	Are employees knowledgeable about goals and a	hievements?		□No
(7)	Are employees providing suggestions toward goal		✓ Yes	□ No
PARTI	PATION	Sergeant Alaniz	CORRECTED	
a. Cor	nmander actively involved in program?			□No
(1)	Commander active in injury/illness case managem	ent?	☑ Yes [	□No
(2)	What is the commander's attitude regarding occup	ational safety? The commander is committed to en	isuring employees l	have the
	safest workplace environment available. The cor	nmander actively participates and maintains an ope	n line of communic	ation with
	the employees.			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### **DCCUPATIONAL SAFETY**

	disc	ussed during briefings and training days.		
b,		at corrective action has the command taken when a trend has been identified? Employees are counseled or re	eprimanded	l. Trends are
		Are personnel in the command aware of current and potential trends?	☑ Yes	□No
	(2)	Is the Occupational Safety Committee reviewing CHP 113, Accident and Injury Report, OSHA 300, Log of Occupational Injuries and Illnesses, entries, prior meeting minutes?	✓ Yes	□No
	(1)	Are accidents and injuries being monitored to identify trends?	✓ Yes	□No
a.	Cor	mmander's method of identifying trends? Area accidents and injury reports have been reviewed for the last th	ree years.	wym     - 1     - 1     - 1       - 1
Α(	CCID	ENT AND INJURY TRENDS Sergeant Alaniz	CORRECTED	
	(8)	Is employee equipment properly used and maintained?	☑ Yes	□No
	(7)	Do employees offer suggestions to improve occupational safety?	✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?	✓ Yes	□ No
	(5)	Are employees reporting unsafe conditions and/or work practices?	☑ Yes	□No
	(4)	Are employees practicing safety while performing their duties?	☑ Yes	□No
	(3)	Are they aware of the command's achievements?	✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?	✓ Yes	□No
	(1)	Are employees involved in their case management?	✓ Yes	□No
<u>с</u> .	Are	e employees actively involved in the Occupational Safety Program?	✓ Yes	□No
_	(7)	Do managers/supervisors ensure the use of proper safety equipment?	✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance evaluations?	✓ Yes	□No
	(5)	Do managers comment on safety issues in performance evaluations?	✓ Yes	□No
-77-4	(4)		✓ Yes	□No
-	(3)	Are managers monitoring supervisors' progress and efforts to attain goals?	✓ Yes	 □ No
_	(2)	Do they have the appropriate attitude?		□No
		Are managers/supervisors involved in case management?	✓ Yes	□No
b		re managers/supervisors actively involved in the program?	✓ Yes	□No
-	(6)		✓ Yes	□No
	(5	WARRIED TO THE THE PROPERTY OF	✓ Yes	□No
	) (4	Are safety issues in the meeting minutes?	✓ Yes	□ No
	(3	) Occupational safety issues discussed at staff meetings and training days?	✓ Yes	□No

#### EPARTMENT OF CALIFORNIA HIGHWAY PATROL

### *REA MANAGEMENT EVALUATION*

### **DECUPATIONAL SAFETY**

(1) Are commanders, managers, and supervisors actively im	plementing corrective ac	tions?	✓ Yes	□ No
COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Sergeant Alaniz	ACTION REQUIRED	CORRECTE	
a. What is the composition of the COSC? The Area COSC is co	mprised of the area com	mander, sergeant. patrol	and special d	uty officer,
office assistant, and automotive technician.				
(1) Is there representation from each collective bargaining un	it?			□No
(2) Management and supervisory representation?				□No
(3) Command Safety Coordinator assigned?			☑ Yes	□ No
(4) Command Safety Coordinator active and effective?			✓ Yes	□ No
(5) Are committee assignments rotated?			☑ Yes	□No
(6) COSC meetings held quarterly?			✓ Yes	□No
(7) Are meetings held more frequently when goals are not be	ing attained?			□No
(8) Do all committee members attend the meetings?			✓ Yes	□No
o. Are roles and responsibilities defined in accordance with IIPP?	>		✓ Yes	□No
(1) Do committee members understand their roles and respon	nsibilities?		☑ Yes	□No
(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
(3) Are departmental and Division Occupational Safety meeti	ngs minutes readily avai	lable?	☑ Yes	□ No
(4) Are these minutes utilized for Area meetings?			☑ Yes	□ No
(5) Are assignments given during Area meetings?			☑ Yes	□No
c. Minutes prepared for the COSC meeting?				□ No
(1) Recording secretary appointed?			☑ Yes	□No
(2) Minutes posted on command's Occupational Safety Board	1?		□Yes	☑ No
(3) Are minutes included in IIPP file?			✓ Yes	□No
(4) Minutes maintained current year, plus three?			✓ Yes	□ No
(5) Minutes forwarded through channels?				□No
d. Is the COSC effective?			✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent	to the command?		✓ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□No
(3) COSC disseminate current information and training regard	ding health and safety is	sues?	✓ Yes	□No
e. Do all personnel receive current information regarding health a	and safety?		✓ Yes	□No
Are outside agency safety programs utilized as a resource?	1/1/2011		✓ Yes	□No
. Does the command maintain an effective health and safety co	mmunications system?		✓ Yes	□No

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#### PARTMENT OF CALIFORNIA HIGHWAY PATROL

## REA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

HP	453N	1 (Rev. 5-06) OPI 009				
	(1)	Potential hazards reported on CHP 113B, Hazard Report/l	nspection?		✓Yes	□No
	(2)	Are findings of the 113B, Hazard Report/Inspection, report	disseminated according t	o policy?		□No
	(3)	Do all members of the command participate in distribution	of safety and health inforr	nation?	✓ Yes	□No
	(4)	COSC minutes posted in a timely manner?	7,7		☐ Yes	☑ No
-	(5)	Required posters prominently displayed?			✓ Yes	□No
	(6)	COSC maintain the Command Occupational Safety Bulletin	n Board?	14(1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	✓ Yes	□No
===	(7)	Are responsibilities for the Occupational Safety Bulletin Bo	ard contents assigned to	specific members?	✓ Yes	□No
D	ocu	MENTATION	Sergeant Alaniz	ACTION REQUIRED	CORRECTED	
а		D 261s, Authorization to Use Privately Owned Vehicles on S d in the employee's field folder?	state Business, completed	annually and	✓ Yes	□No
b.		IV INF 254, Government Agency Request for Driver License equest driver's license record check and filed in the employe		rmation, utilized	☐Yes	☑ No
С,	os	HA 300, Log of Occupational Injury and Illnesses, utilized?		and the second	✓ Yes	□No
	(1)	Are required injuries and illnesses logged?			✓ Yes	□ No
	(2)	Entries made within six working days of notification of an el	mployee injury or illness?		✓ Yes	□ No
	(3)	Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
	(4)	Retention according to policy?			✓ Yes	□ No
	(5)	Readily accessible for review by Cal-OSHA?			Yes	□No
	(6)	Previous calendar year log posted during February?			✓ Yes	□No
d.	Are	CHP 113s, Accident and Injury Report, compiled accurately	1?		✓ Yes	□No
	(1)	Commander review and sign?			✓ Yes	□No
	(2)	CHP 113s and attachments processed in a timely manner?	)		✓ Yes	□No
e.	Doe	es the command utilize the CHP 113A, Safety Inspection Ch	ecklist?		✓ Yes	□No
	(1)	Are semiannual safety inspections conducted?			✓ Yes	□No
	(2)	Are safety hazards identified?			✓ Yes	□No
	(3)	Is corrective action taken within 30 days?	<del>1000000 0 0000 0 0000</del>		✓ Yes	□No
	(4)	CHP 113A, Safety Inspection Checklist, maintained with IIF	PP and retained according	to policy?	✓ Yes	□No
f.	Аге	unsafe conditions identified and documented on CHP 113B,	Hazard Report/Inspection	n?	✓ Yes	□No
	(1)	Measures taken to correct situation within 30 days?			✓ Yes	□No
	(2)	Copy of CHP 113B, Hazard Report/Inspection, filed or attack	ched to IIPP?		✓ Yes	□No
g.	Are	the CHP 121 series thoroughly and accurately completed?	AND THE STREET STREET		✓ Yes	□ No
	(1)	Supervisory comments in-depth, clear, and concise?	- Hill	***************************************	✓ Yes	□No
	(2)	Commander signature on appropriate forms?		331 331	☑ Yes	□No
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#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION **DCCUPATIONAL SAFETY**

CHP 453M (Rev. 5-06) OPI 009

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	(3)	Routed within time frames?		V	✓ Yes	□No
h.	ls	CHP 208, Accident Prevention Report, thoroughly and accura	tely completed?		✓ Yes	□No
	(1)	Supervisor comments in-depth, clear, and concise?	· · · · · · · · · · · · · · · · · · ·		✓ Yes	□No
	(2)	Commander review?			✓ Yes	□No
	(3)	Commander signs appropriate form?			✓ Yes	□No
	(4)	Properly routed within time limits?			✓ Yes	□No
i.	Are	injuries and accidents documented on CHP 442, Individual A	ccident, Injury and Saf	ety Recognition Record?	✓ Yes	□No
	(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, current		☑ Yes	□No
	(2)	Safety recognition emblem summary current?			✓ Yes	□No
j.	Are	CHP 712As, Injury and Illness Prevention Program Orientation	on and Review, kept cu	rrent?	☑ Yes	□No
	(1)	Is specific safety training documented on CHP 712, Employe	ee Emergency Action f	Plan Review?	✓ Yes	□No
	(2)	Copies maintained with IIPP file?			✓ Yes	□No
. IN	JUR	Y AND ILLNESS PREVENTION PROGRAM	Sergeant Alaniz	ACTION REQUIRED	CORRECTED	
a.	Cor	mmand specific IIPP on file?			✓ Yes	□No
	(1)	Is the program effective?			✓ Yes	□No
	(2)	Contains all required documents?			✓ Yes	□No
	(3)	Discussed with all employees?			✓ Yes	□No
900-	(4)	All employees understand their roles and responsibilities?			☑ Yes	□No
	(5)	Each employee completed CHP 712A, Injury and Illness Pre	vention Program Orier	ntation and Review?	☑ Yes	□No
	(6)	New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention Pro	gram Orientation	✓ Yes	□No
	(7)	Are unsafe hazards or conditions identified, investigated, con	rected, and document	ed?	✓ Yes	□No
	(8)	Is required documentation maintained according to policy?			✓ Yes	□No
CC	MM	UNICATION WITH DOSH	Sergeant Alaniz	ACTION REQUIRED	CORRECTED	
а.	Emp	ployees aware of procedures regarding DOSH inspections?			✓ Yes	□No
b.	Con	nmand's documents readily available for review by DOSH Co	mpliance Officer?		✓ Yes	□No
HA	ZAR	RDOUS SUBSTANCE PROGRAM	Sergeant Alaniz	ACTION REQUIRED	CORRECTED	10.5
a.	Doe	es command have a written Hazardous Substance Program fo	or substances used wit	hin that command?	✓ Yes	□No
	(1)	Are hazardous substances identified and properly labeled?			✓ Yes	□No
	(2)	Warning signs posted?			✓ Yes	□No
	(3)	Material Safety Data Sheets readily available?		31302	☑ Yes	□ No
	(4)	Employees receive training?			✓ Yes	□ No
-5117				1		

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EPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### **REA MANAGEMENT EVALUATION**

#### **OCCUPATIONAL SAFETY**

(5)	Training documented?			✓ Yes	□No
(6)	Employees informed of their right to applicable medical	al and exposure information	?	☑ Yes	□ No
. HAZA	RDOUS EXPOSURE CONTROL PROGRAMS	Sergeant Alaniz	ACTION REQUIRED	CORRECTE	D
a. Ac	ctivities identified within command that may require expo	sure to hazardous condition	ns?	✓ Yes	□No
(1)	Appropriate engineering and/or administrative controls	s implemented?	TID AN WASHINGTON	✓ Yes	□ No
(2)	Protective equipment provided in accordance with bar	gaining unit agreements?		✓ Yes	□No
(3)	Employees trained on use and maintenance of equipm	nent?	30 MASS MESS 4	☑ Yes	□No
(4)	Training documented?	0.000 000000		✓ Yes	□No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

CHP 453M (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Coalinga	Central	495 (12)
EVALUATED BY		DATE
R. Brunell, Serge	eant	08/23/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	valuation mal Evaluation   ☑ Infor	mal Evaluation	SUSPENSE DATE 09/30/2008			
FOLLOW-U	P REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE	
✓ Yes	s 🗆 No	, i	D. Kuraff I lautamant		09/04/20	ΛQ
		BY	D. Knoff, Lieutenant	ACTION REQUIRED	CORRECTED	
1. GOA	LS AND ACCOMPLISHME	ENTS	Yes	No		
	s the command familiar with afety Manual, Chapter 13?	the Occupational Safety Program a	as outlined in HPM 10.6,	Occupational	☑ Yes	□ No
(1	) Are goals developed in a	accordance with departmental policy	y?		✓ Yes	□No
(2	) Are environmental factor	rs, exposure factors, and past exper	rience/trends considered	when setting goals?	✓ Yes	□No
(3	) Are illness and non-serio	ous/non-traumatic injuries excluded	from occupational safety	goals?	☑ Yes	□No
(4	) Are goals appropriately o	categorized?	*		Yes	□No
(5	) Are goals realistic?				✓ Yes	□No
(6	) Are goals consistent with	departmental objectives?			✓ Yes	□No
(7)	) Is input from all levels co	nsidered before goals are establish	ed?		✓ Yes	□No
b. Ar	e goals being accomplished	d?			✓ Yes	□No
(1)	Accurate reporting on CH	P 113, Accident and Injury Report?	?		✓ Yes	□No
(2)	Are accidents increasing	?			□Yes	☑ No
(3)	Are injuries increasing?	Y		*1	☐Yes	☑ No
(4)	Why are they increasing/o	decreasing? The Area has not exp	erienced a negligible inc	crease or decrease in acc	idents or i	njuries within
	the past several years.					
		7.57.				
(5)	Is CHP 113, Accident and	linjury Report, posted or readily ac	ccessible?		✓ Yes	□No
(6)	Are employees knowledge	eable about goals and achievemen	ts?		✓ Yes	□No
(7)	Are employees providing	suggestions toward goal attainmen	it?		✓ Yes	□No
2. PART	ICIPATION		Yes Yes	No REQUIRED	CORRECTED	
a. Co	mmander actively involved	in program?	<u> </u>	<del></del>	✓ Yes	□No
(1)	Commander active in inju	ry/illness case management?			✓ Yes	□No
(2)	What is the commander's	attitude regarding occupational sat	fety? The Commander of	displays genuine concer	n for the sa	afety of all
	employees assigned to the	e Command. The Commander has	s established an atmosph	ere which promotes saf	e work atti	tudes,
	practices, and procedures					
			*************			

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **OCCUPATIONAL SAFETY**

_						
	(3	) Occupational safety issues discussed at staff meetings and	d training days?		✓ Yes	□No
	(4	) Are safety issues in the meeting minutes?			✓ Yes	□No
	(5	Commander comments regarding safety issues in performa	ance evaluations?	6	✓ Yes	□No
	(6)	Does the commander ensure use of appropriate safety equ	ipment?		✓ Yes	□No
	b. Ar	e managers/supervisors actively involved in the program?	***************************************	200	✓ Yes	□No
	(1)	Are managers/supervisors involved in case management?			✓ Yes	□No
	(2)	Do they have the appropriate attitude?			✓ Yes	□No
	(3)	Are managers monitoring supervisors' progress and efforts	to attain goals?		✓ Yes	□No
	(4)	Are supervisors monitoring employees' efforts?	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		✓ Yes	□No
	(5)	Do managers comment on safety issues in performance ev	aluations?		✓ Yes	□No
	(6)	Do supervisors comment on safety issues in performance e	valuations?		✓ Yes	☐ No
	(7)	Do managers/supervisors ensure the use of proper safety e	equipment?		✓ Yes	□No
	c. Are	employees actively involved in the Occupational Safety Prog	gram?		✓ Yes	□ No
	(1)	Are employees involved in their case management?			✓ Yes	□No
	(2)	Are employees knowledgeable about safety goals?			✓ Yes	□No
	(3)	Are they aware of the command's achievements?			✓ Yes	□No
	(4)	Are employees practicing safety while performing their dutie	s?		✓ Yes	□No
	(5)	Are employees reporting unsafe conditions and/or work practices.	ctices?		✓ Yes	□No
	(6)	Do employees work cooperatively to minimize hazards?			✓ Yes	□No
	(7)	Do employees offer suggestions to improve occupational sa	fety?	50	✓ Yes	□No
	(8)	Is employee equipment properly used and maintained?			✓ Yes	□No
3.	ACCID	ENT AND INJURY TRENDS	Yes Yes	ACTION REQUIRED	CORRECTED	=
	a. Con	nmander's method of identifying trends? The Commander pa	articipates in timely com	munication with Area su	pervisors	regarding
	acc	dents and injuries. The Commander reviews required accid	lent and injury documen	tation, such as CHP 113	's, Std. 270	)'s, CHP
	208	's, CHP 121's, etc. Area trends are discussed during Comma	and Occupational Safety	Committee meetings an	d Staff Me	etings.
			1	3-47		
	(1)	Are accidents and injuries being monitored to identify trends	?		✓ Yes	□No
		ls the Occupational Safety Committee reviewing CHP 113, A Log of Occupational Injuries and Illnesses, entries, prior mee		rt, OSHA 300,	☑ Yes	□No
	(3)	Are personnel in the command aware of current and potentia	al trends?		√ Yes	□No
	b. Wha	t corrective action has the command taken when a trend has	been identified? Sprin	g 2008: Area identified a	a pattern of	f officers not
	cons	istently reporting patrol vehicle damage. The problem was cl	learly identified during b	ricfings and training days	s to set exp	ectations.
	All	personnel were re-instructed on procedures for reporting dama	age. Supervisors monito	r the issue and hold the o	fficers acco	ountable.

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION OCCUPATIONAL SAFETY

(1) Are commanders, managers, and supervisors actively in			✓ Yes	□No
4. COMMAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	Yes	No REQUIRED	CORRECTE	0
a. What is the composition of the COSC? Lieutenant Knoff, Se	orgeant Vander Mel, Officer	Perry, Office Service	es Supervisor (	Courtney, and
Auto Technician Taylor. Sergeant Vander Mel is the Comma	nd Safety Coordinator.			
(1) Is there representation from each collective bargaining u	nit?		✓ Yes	□No
(2) Management and supervisory representation?			✓ Yes	□No
(3) Command Safety Coordinator assigned?			✓ Yes	□ No
(4) Command Safety Coordinator active and effective?			✓ Yes	□ No
(5) Are committee assignments rotated?			✓ Yes	□ No
(6) COSC meetings held quarterly?			☐ Yes	☑ No
(7) Are meetings held more frequently when goals are not be	eing attained?		✓ Yes	□ No
(8) Do all committee members attend the meetings?			✓ Yes	□No
b. Are roles and responsibilities defined in accordance with IIPP	?		✓ Yes	□No
(1) Do committee members understand their roles and respo	nsibilities?		✓ Yes	□No
(2) Is an agenda prepared prior to the meeting?			✓ Yes	□No
(3) Are departmental and Division Occupational Safety meeti	ngs minutes readily availab	le?	✓ Yes	□No
(4) Are these minutes utilized for Area meetings?			✓ Yes	□ No
(5) Are assignments given during Area meetings?			✓ Yes	□ No
c. Minutes prepared for the COSC meeting?			✓ Yes	□No
(1) Recording secretary appointed?			✓ Yes	□No
(2) Minutes posted on command's Occupational Safety Board	1?		✓ Yes	□No
(3) Are minutes included in IIPP file?			✓ Yes	□No
(4) Minutes maintained current year, plus three?			✓ Yes	□No
(5) Minutes forwarded through channels?			✓ Yes	□No
d. Is the COSC effective?			✓ Yes	□No
(1) Are COSC recommendations clear, concise and pertinent	to the command?		✓ Yes	□No
(2) COSC proactive to eliminate potential causes of accidents	and injuries?		✓ Yes	□No
(3) COSC disseminate current information and training regard	ling health and safety issue	es?	✓ Yes	□ No
e. Do all personnel receive current information regarding health a	ind safety?		✓ Yes	□No
f. Are outside agency safety programs utilized as a resource?			✓ Yes	□No
g. Does the command maintain an effective health and safety cor	mmunications system?		✓ Yes	□No

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(1) Potential hazards reported on CHP 113B, Hazard Report/l	nspection?		☐ Yes	☑ No
(2) Are findings of the 113B, Hazard Report/Inspection, report	disseminated according	to policy?	□Yes	☑ No
(3) Do all members of the command participate in distribution	of safety and health info	mation?	✓ Yes	□No
(4) COSC minutes posted in a timely manner?			✓ Yes	□No
(5) Required posters prominently displayed?	2004		✓ Yes	□No
(6) COSC maintain the Command Occupational Safety Bulletin	n Board?		✓ Yes	□No
(7) Are responsibilities for the Occupational Safety Bulletin Box	ard contents assigned to	specific members?	✓ Yes	□No
5. DOCUMENTATION	evaluated Yes	ACTION REQUIRED Yes	CORRECTE	D
a. STD 261s, Authorization to Use Privately Owned Vehicles on S filed in the employee's field folder?	tate Bu <u>s</u> iness, complete	d annually and	✓ Yes	□No
<ul> <li>b. DMV INF 254, Government Agency Request for Driver License/ to request driver's license record check and filed in the employe</li> </ul>		ormation, utilized	✓ Yes	□No
c. OSHA 300, Log of Occupational Injury and Illnesses, utilized?			✓ Yes	□No
(1) Are required injuries and illnesses logged?			✓ Yes	□No
(2) Entries made within six working days of notification of an en	nployee injury or illness?		✓ Yes	□No
(3) Is lost-time and limited-duty documentation accurate?			✓ Yes	□No
(4) Retention according to policy?			✓ Yes	□No
(5) Readily accessible for review by Cal-OSHA?			✓ Yes	□No
(6) Previous calendar year log posted during February?			✓ Yes	□No
d. Are CHP 113s, Accident and Injury Report, compiled accurately	?		✓ Yes	□No
(1) Commander review and sign?			✓ Yes	□No
(2) CHP 113s and attachments processed in a timely manner?			✓ Yes	□No
e. Does the command utilize the CHP 113A, Safety Inspection Che	cklist?		☑ Yes	□No
(1) Are semiannual safety inspections conducted?			✓ Yes	□No
(2) Are safety hazards identified?			✓ Yes	□No
(3) Is corrective action taken within 30 days?			✓ Yes	□No
(4) CHP 113A, Safety Inspection Checklist, maintained with IIPP	and retained according	to policy?	✓ Yes	□No
f. Are unsafe conditions identified and documented on CHP 113B, H	Hazard Report/Inspectio	n?	☐ Yes	☑ No
(1) Measures taken to correct situation within 30 days?			✓ Yes	□No
(2) Copy of CHP 113B, Hazard Report/Inspection, filed or attack	ned to IIPP?		✓ Yes	□No
g. Are the CHP 121 series thoroughly and accurately completed?			✓ Yes	□No
(1) Supervisory comments in-depth, clear, and concise?			✓ Yes	□No
(2) Commander signature on appropriate forms?			✓ Yes	□No

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		(3)	Routed within time frames?			✓ Yes	□No
A.S.	h,	ls (	CHP 208, Accident Prevention Report, thoroughly and accura	tely completed?	3,000	✓ Yes	□No
		(1)	Supervisor comments in-depth, clear, and concise?			✓ Yes	□No
		(2)	Commander review?		COMPTENDED	✓ Yes	□No
-		(3)	Commander signs appropriate form?		W. N. S.	✓ Yes	□ No
iles:		(4)	Properly routed within time limits?			✓ Yes	□No
9	İ.	Are	injuries and accidents documented on CHP 442, Individual A	ccident, Injury and	Safety Recognition Record?	✓ Yes	□No
		(1)	Are CHP 442s, Individual Accident, Injury and Safety Recog	nition Record, curre	ent?	☐ Yes	☑ No
		(2)	Safety recognition emblem summary current?			Yes	☑ No
	j.	Are (	CHP 712As, Injury and Illness Prevention Program Orientatio	n and Review, kep	t current?	√ Yes	□No
		(1)	Is specific safety training documented on CHP 712, Employe	ee Emergency Action	on Plan Review?	✓ Yes	□No
		(2)	Copies maintained with IIPP file?		0.35113	✓ Yes	□No
6.	IN.	JURY	AND ILLNESS PREVENTION PROGRAM	Yes Yes	ACTION REQUIRED	CORRECTED	
	a.	Com	nmand specific IIPP on file?		11	✓ Yes	□No
		(1)	Is the program effective?	3111	19-2-2	✓ Yes	□No
		(2)	Contains all required documents?			✓ Yes	□No
		(3)	Discussed with all employees?			Yes	□No
		(4)	All employees understand their roles and responsibilities?			✓ Yes	□No
		(5)	Each employee completed CHP 712A, Injury and Illness Pre	vention Program O	rientation and Review?	✓ Yes	□No
:5			New employees review and complete CHP 712A, Injury and and Review?	Illness Prevention	Program Orientation	☑ Yes	□No
		(7)	Are unsafe hazards or conditions identified, investigated, cor	rected, and docum	ented?	✓ Yes	□No
		(8) I	s required documentation maintained according to policy?			✓ Yes	□No
7.	co	MMU	NICATION WITH DOSH	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	
	а.	Empl	oyees aware of procedures regarding DOSH inspections?			✓ Yes	□No
ŀ	b.	Com	mand's documents readily available for review by DOSH Cor			✓ Yes	□No
8. 1	HA	ZARD	DOUS SUBSTANCE PROGRAM	Yes	No No	CORRECTED	
á	Э.	Does	command have a written Hazardous Substance Program fo	r substances used	within that command?	✓ Yes	□No
	(	(1) A	re hazardous substances identified and properly labeled?			√ Yes	□No
	(	(2) V	Varning signs posted?	31),	-3.00.0	√ Yes	□No
	(	(3) N	Material Safety Data Sheets readily available?			✓ Yes	□No
	(	(4) E	imployees receive training?			√ Yes	□No
			TOTAL CONTROL				

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### **OCCUPATIONAL SAFETY**

(5) Training documented?			✓ Yes	"□ No
(6) Employees informed of their right to applicable medical and exposure information?				□ No
B. HAZARDOUS EXPOSURE CONTROL PROGRAMS	Yes Yes	ACTION REQUIRED	CORRECTE	)
a. Activities identified within command that may require exp	osure to hazardous condi	itions?	✓ Yes	□ No
(1) Appropriate engineering and/or administrative contro	ls implemented?		✓ Yes	□No
(2) Protective equipment provided in accordance with ba	argaining unit agreements	?	✓ Yes	□ No
(3) Employees trained on use and maintenance of equip	ment?		✓ Yes	□No
(4) Training documented?		=	✓ Yes	□No

### AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Occupational Sa	nfety DATE: 8/23/2008				
SECTIONS	COMMENTS				
4. a. (6)	During 2007, the Coalinga Area experienced an extraordinarily large turnover in personnel which				
	depleted the COSC down to 3 members. Due to the loss of two OSS's, Sergeant VanderMel, the				
	CSC, was assigned the OSS duties and ultimately tasked with training the new OSS's. Ultimately.				
	during this time, the Commander elected to suspend formal COSC meetings. Although the formal				
	meetings were suspended the command staff continued to discuss occupational safety issues				
	throughout the year during staff meetings, training days and briefings. Once the turnover stabilized				
	and the COSC was able to be made whole, the Commander reinstated the meetings during the				
	second quarter of 2008. COSC meetings are now scheduled regularly in conjunction with DOSC				
	meetings.				
5. f.	CHP 113B, Hazard Report/Inspection: N/A, no unsafe conditions have been reported.				
i. i. (1) and (2)	The CHP 442's are not current for several employees including the Safety recognition emblem info				
	Action Required: The OSSI will go through the CHP 442's and make them current including the				
	safety recognition information. NLT September 30, 2008.				
General	The Area is proactive in identifying work hazards and unsafe conditions. When an Occupational				
	Safety issue is identified it is addressed immediately. The Area takes pride in working safely to				
	prevent accidents, injuries and illnesses. For example, antibacterial cleansing stations have been				
	strategically placed throughout the building to reduce the incidences of colds and flus being passed				
	around between employees. The Area strives to prevent suffering by employees, economic losses				
	to employees and their families, and to conserve the resources of the Department.				